



DGS AND PROGRAM DIRECTOR HANDBOOK

2017-2018

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Quick References

GSAS Administration

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GSAS DGS Meetings in 2017-2018:

Trustees Room (212 Low Library) from 12:00 to 2:00 p.m.

- Tuesday, September 5
- Wednesday, November 15
- Tuesday, February 13
- Wednesday, April 18

Table of Contents

The director of graduate studies (DGS) is the primary liaison between the academic department and the Graduate School of Arts and Sciences (GSAS). In this handbook, the term “DGS” will be used to refer to both DGSs and individuals who serve as MA program directors or advisors, but are not necessarily formally designated as their department’s “DGS.”

This DGS Handbook details GSAS policies as of August 2017. Policies are reviewed and updated regularly on the GSAS website (gsas.columbia.edu) as the need arises; departments and programs are encouraged to consult the website for the most up-to-date information. Contact the Office of the Dean with any questions at gsas-dean@columbia.edu or 212-854-2861.

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Academic Calendar

Fall Term 2017

AUGUST

7–11, 22–24	<i>Monday–Friday, Tuesday–Thursday.</i> Open summer registration appointments for Fall 2017.
29–31	<i>Tuesday–Thursday.</i> Registration for the Fall 2017 semester. Students who register after these dates must pay a late fee.
30	<i>Wednesday.</i> GSAS Orientation for entering students in Arts and Sciences programs.

SEPTEMBER

1	<i>Friday.</i> <ul style="list-style-type: none"> • Deadline for students to <u>apply for the MA degree</u> (both freestanding and en-route) to be awarded in October. • Last day for PhD candidates to distribute in the Summer 2017 term.
4	<i>Monday. Labor Day. University holiday.</i>
5	<i>Tuesday.</i> Classes begin for the fall semester.
5–8, 11–15	<i>Tuesday–Friday, Monday–Friday.</i> <u>Late registration and change of program.</u>
15	<i>Friday.</i> End of change of program period (<u>add/drop courses</u>) for the fall term. Courses officially dropped by this date do not incur tuition charges. Students may not add courses after this date.
30	<i>Saturday.</i> Last day to enroll in, or request a waiver of, the <u>Student Medical Insurance Plan.</u>

OCTOBER

1	<i>Sunday</i> . Last day to submit the Application for Child-Care Subsidy .
10	<i>Tuesday</i> . Last day to drop individual courses . Courses dropped by this deadline are charged at full tuition but do not appear on a student's transcript.
13	<i>Friday</i> <ul style="list-style-type: none"> • Last day for the department or program to submit the MPhil application for October degree conferral. • Last day for the doctoral candidate to deposit the dissertation for October degree conferral.
18	<i>Wednesday</i> . October degrees conferred.

NOVEMBER

1	<i>Wednesday</i> . Deadline for students to apply for the MA degree (both freestanding and en-route) to be awarded in February.
6	Monday. Academic holiday. University offices are open, but classes are not in session.
7	Tuesday. Election Day. University holiday.
16	<i>Thursday</i> <ul style="list-style-type: none"> • Last day to exercise Pass/Fail option. • Last day to file to take a course for R credit. <p>Note: Decisions to take a particular course Pass/Fail or for R credit are not reversible after this date.</p>
20–22	<i>Monday–Wednesday</i> . Advance registration for Spring 2018.
22–26	Wednesday–Sunday. Thanksgiving holidays. University holidays 11/22 and 11/24.

DECEMBER

1	<i>Friday.</i> Deadline for students to <u>apply for the MA degree</u> (both freestanding and en-route) to be awarded in May.
4–8	<i>Monday–Friday.</i> <u>Advance registration</u> for Spring 2018.
11	<i>Monday</i> <ul style="list-style-type: none"> • Last day of classes. • Last day to withdraw from or take a leave of absence from the Fall 2017 semester.
12–14	<i>Tuesday–Thursday.</i> Study days.
15	<i>Friday</i> <ul style="list-style-type: none"> • Last day to submit the <u>Application for Child-Care Subsidy</u>. • Last day to submit the <u>Return from a Leave of Absence form</u> for students returning in Spring 2018.
15–22	<i>Friday–Friday.</i> <u>Final examinations</u> .
22	<i>Friday.</i> Fall term ends.
12/25–1/15	<i>Monday, December 25 through Monday, January 15.</i> Winter holidays.
30	<i>Saturday.</i> Deadline for students with <u>Incompletes</u> from the Spring 2017 or Summer 2017 terms to submit outstanding work. Departments and instructors may set an <u>earlier</u> deadline, which supersedes the GSAS deadline.

Spring Term 2017

JANUARY

3–5	<i>Wednesday–Friday.</i> Advance registration for Spring 2018.
8–12	<i>Monday–Friday.</i> Registration for the Spring 2018 term. Students who register after these dates must pay a late fee .
12	<i>Friday.</i> Last day for PhD candidates to distribute in the Fall 2017 semester.
15	Monday. Martin Luther King, Jr. Day observed. University holiday.
16	<i>Tuesday.</i> Classes begin for the spring semester.
16–19, 22–26	<i>Tuesday–Friday, Monday–Friday.</i> Late registration and change of program.
26	<i>Friday.</i> End of change of program period (add/drop courses) for the spring term. Courses officially dropped by this date do not incur tuition charges. Students may not add courses after this date.

FEBRUARY

9	<i>Friday</i> <ul style="list-style-type: none"> Last day for the department or program to submit the MPhil application for February degree conferral. Last day for the doctoral candidate to deposit the dissertation for February degree conferral.
14	<i>Wednesday.</i> February degrees conferred.
15	<i>Thursday.</i> Last day to enroll in, or request a waiver of, the Student Medical Insurance Plan (for new students only).
20	<i>Tuesday.</i> Last day to drop individual courses . Courses dropped by this deadline are charged at full tuition but do not appear on a student's transcript.

MARCH

1	<i>Thursday</i> . Last day to submit the <u>Application for Child-Care Subsidy</u> .
12–16	<i>Monday–Friday</i>. Spring break.
22	<i>Thursday</i> <ul style="list-style-type: none"> • Last day to exercise <u>Pass/Fail option</u>. • Last day to file to take a course for <u>R credit</u>. <p>Note: Decisions to take a particular course Pass/Fail or for R credit are not reversible after this date.</p>

APRIL

13	<i>Friday</i> <ul style="list-style-type: none"> • Last day for a doctoral candidate to <u>deposit the dissertation</u> for May degree conferral and have his/her name appear in the Convocation Booklet. • Submission deadline for the <u>MA Graduation Ceremonies Participation Petition</u> (only for October 2018 graduates).
16–20	<i>Monday–Friday</i> . <u>Advance registration</u> for the Fall 2018 term.
27	<i>Friday</i> . Last day for a doctoral candidate to <u>deposit the dissertation</u> for May 2018 degree conferral and have his/her name appear in the addendum to the Convocation Booklet.
30	<i>Monday</i> <ul style="list-style-type: none"> • Last day of classes. • Last day to withdraw from or take a leave of absence from the Spring 2018 semester.

MAY

1–3	<i>Tuesday–Thursday</i> . Study days.
4	<i>Friday</i> . Last day for the <u>department or program</u> to submit the <u>MPhil application</u> for May 2018 degree conferral.
4–11	<i>Friday–Friday</i> . <u>Final examinations</u> .
11	<i>Thursday</i> . Spring term ends.

13	<i>Sunday.</i> <u>GSAS Convocation.</u>
16	<i>Wednesday.</i> <u>University Commencement.</u>
25	<i>Friday.</i> Last day for PhD candidates to distribute in the Spring 2018 semester.
28	<i>Monday.</i> Memorial Day. University holiday.

JUNE

1	<i>Friday.</i> Last day to submit the <u>Application for Child-Care Subsidy.</u>
30	<i>Saturday.</i> Deadline for students with <u>Incompletes</u> from the Fall 2017 semester to submit outstanding work. Departments and instructors may set an <u>earlier</u> deadline, which supersedes the GSAS deadline.

JULY

15	<i>Sunday.</i> Last day to submit the <u>Return from a Leave of Absence form</u> for students returning in Fall 2018.
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Summer Term 2018

For dates and deadlines related to the summer term, see the **School of Professional Studies website.**

Introduction

Message from the Dean

Dear Directors of Graduate Studies and Master's Program Directors,

This handbook is offered as a resource for answering questions about GSAS policies and services. Please use this handbook in conjunction with the [GSAS website](#) and the [Essential Policies for the Columbia Community website](#) to guide PhD and MA students as they progress through their course of study.

Any suggestions for improving this document, which is updated annually, will be quite welcome. Please allow me to say how grateful I am for the many ways in which you support our graduate students throughout the year.

Sincerely,

Carlos J. Alonso
Dean and Vice President for Graduate Education
Morris A. and Alma Schapiro Professor in the Humanities

DGS Responsibilities

The DGS is responsible for making students aware of the department's academic expectations (including specific standards for good academic standing) and for maintaining clear and effective communication between the departments/programs and their PhD/MA students. DGSs should contact students immediately if at any point their performance does not meet those expectations and standards.

As the primary party responsible for graduate education in the department or program, the DGS:

- **Maintains complete and confidential academic records on all graduate students**
- **Advises new students:** The DGS is the initial advisor of all graduate students. Departmental practice after initial advising varies: in some departments the DGS remains the advisor until a sponsor is chosen; in others, faculty advisors are assigned to students shortly after arrival.
- **Advocates for continuing students and for the graduate program:** The DGS is the advocate for the needs of graduate students and degree program(s), both within and outside the department.
- **Evaluates each student's academic progress and standing each semester and ensures that students remain informed of degree requirements and expected milestones**
- **Serves as chair of departmental graduate recruiting, admissions, and fellowship committees—or delegates such responsibilities where appropriate**
- **Nominates entering and continuing students for fellowships**
- **Requests Teaching Fellow (TF) appointments:** Before each term, the DGS conveys to Vice Dean Andrea Solomon the teaching needs of the department and a list of TFs proposed for assignment to each class. There is a spreadsheet used for this specific purpose, and is sent with explicit guidelines, historical enrollments, a sample teaching appointment letter, and the current rank list of funded students.
- **In collaboration with the DAAF, reports to and confirms with GSAS all student funding, including teaching and research appointments, dissertation writing fellowships, and outside awards**

- **Forwards to graduate students relevant announcements that are sent by GSAS or the university**
- **Alerts students of departmental, professional, and other academic fellowships and research opportunities, and encourages them to apply**
- **Promotes GSAS rules and regulations:** Please contact GSAS if you are uncertain about how to interpret a specific GSAS policy.
- **Ensures that departmental practices and guidelines conform to GSAS and university policy**
- **Ensures that [departmental academic requirements](#) are explicitly communicated to students, especially in the student handbook and on the department's website, and that the relevant portion of the website is kept up to date**
- **Works with the GSAS Office of Student Affairs on cases involving student complaints and grievances, student academic or behavioral misconduct, students with health issues, and other important student matters**
- **Transmits to GSAS requests for transfer of graduate credit, advanced standing, leaves of absence, reinstatements, extensions of time, probationary conditions for students in academic difficulty, and recommendations for dismissal**
- **Certifies students for receipt of the MA, MPhil, and PhD degrees**

Admissions

GSAS collaborates closely with each department and program to ensure that only students with the highest potential to succeed are admitted. The DGS serves as the chair of departmental recruiting, admissions, and fellowship committees (or delegates such responsibility where appropriate). The GSAS Office of Admissions coordinates application review and potential acceptances with the departments and the Office of the Dean.

Please note that, to ensure the efficient routing of messages, the Office of Admissions uses two distinct email addresses:

- gsas-help@columbia.edu – This **internal email address** is used only to field inquiries from departmental personnel about internal admissions matters. Please send questions about reviewing files in SLATE, moving applications from one bin to another, accessing how-to articles, etc., to this email address.
- gsas-admissions@columbia.edu – This **public email address** is used to field inquiries from applicants about the admissions process. While the department is best equipped to answer questions about academic and programmatic issues, emails that you receive from applicants about admissions policies and procedures should be forwarded to gsas-admissions—not gsas-help.

General Admissions Policies

- Admitted applicants must officially record on their SLATE applicant status page their response to the admission offer via the online response form. Emails to departments are not considered an official response.
- Current graduate students in Arts and Sciences departments may not participate in the evaluation of applications.
- In order to receive a degree from a particular program, applicants must be formally admitted to that program. Students may not pursue a degree in more than one program concurrently.
- Departments must contact GSAS about the dossier of any PhD or MA applicant whom the department wishes to admit but who has:
 - been enrolled in a PhD program elsewhere
 - submitted low TOEFL or IELTS scores ([minimum scores](#) are available on the GSAS website)
 - submitted plagiarized or false materials
 - a profile that deviates significantly from customary admissions expectations
- GRE scores are valid for five years from the date of the test, per the policy of the Educational Testing Service (ETS), which administers the exam. However, applicants who took the GRE more than five years ago, and who have subsequently been enrolled in a graduate program, may petition the department

or program to which they are applying to accept their scores. If the scores are deemed acceptable, a departmental representative must notify the GSAS Office of Admissions via email, and the applicant must provide an official score report from ETS to the GSAS Office of Admissions.

PhD Admissions

PhD Admissions Policies

- Departments may review applications as soon as they are submitted by candidates.
- Departments must submit to the dean for approval any requests for offers of admission in excess of the number set by the Office of the Dean at the beginning of the season.

PhD Admissions Calendar

August
DGSs should work with department staff to ensure that the department website is updated to correspond to GSAS admissions policies and procedures (e.g., deadlines, application fees, tuition deposits, etc.)
September
Application system opens for the following fall admissions period.
December–January
Deadlines for PhD applications (specific dates are set by departments, subject to GSAS approval)
Note: Typically the Office of Admissions keeps the online application system open to receive late material for two weeks after the program’s published application deadline.

Late January–March
A departments’ internal admissions schedule determines the specific times when the following processes occur:
<ol style="list-style-type: none"> 1. Departments make recommendations to admit, reject, or place on a waitlist. Departments are encouraged to provide the Office of Admissions with rejected applications as early as possible. 2. The Office of Admissions releases standard letters within two business days of departmental confirmation. Discussion between GSAS and a department regarding

<p>an individual application may delay a decision. Letters to applicants who hold external fellowship awards may also take longer to be released, since the Office of Admissions may be required to contact the funding organization to confirm the terms and conditions of the award before the letter can be prepared.</p>
<p>Late March–April 15</p>
<p>Departments should contact admitted applicants who have not yet responded to the offer of admission. Admitted applicants who reply to the department should be advised that they must officially accept or decline the offer using the online response form.</p>
<p>April 15</p>
<p>The absolute deadline for admitted students to accept or decline an offer of admission to a PhD program is April 15 at 5:00 p.m. EST. If the department’s target number has not been reached, before that date, offers may be made to students on the waitlist only with the permission of the Office of the Dean and only before the April 15 deadline. Such offers will have a “reply by” date of no more than one week from the date of issuance.</p>
<p>April 15–May</p>
<p>Departments should send a message of congratulations to new students, providing them with one another’s names and emails so that they may communicate among themselves before arriving on campus. It would also be helpful to provide the names of departmental staff and their duties, as well as any department-specific information, such as a student handbook.</p>

MA Admissions

MA Admissions Policies

- The Office of Admissions releases standard decision letters within two business days of departmental confirmation. Discussion between GSAS and a department regarding an individual application may delay a decision.
- Release of letters to applicants who are members of the military or who hold Fulbright or other external scholarship awards may be delayed, since the Office of Admissions may be required to contact the scholarship organization to confirm the terms and conditions of the award before the letter can be prepared.
- Upon request from a department, the Office of Admissions will extend an MA applicant’s response deadline. The Office of Admissions will reset the record in SLATE to ensure the applicant may still enter a response after the initial deadline.

Spring Admission Cycle

- Applications are available for departmental review by late September.
- All admission decisions must be made by December 8.
- No applicant may be waitlisted for spring admission.
- Applicants must reply to the offer of admission within two weeks of notification, and pay the tuition deposit when accepting the offer.

Fall Admission Cycle

- Departments may review applications as soon as they are submitted by candidates.
- Departments are strongly encouraged to make admissions decisions within a month of the deadline, but no later than June 1.
- All final decisions for waitlisted applicants who are not being kept on the summer waitlist should be made by June 15.
- Departments may not record “waitlist” as a decision after May 15.
- Applicants must reply to the offer of admission within three weeks of notification, and pay the tuition deposit when accepting the offer.

Summer Waitlist

GSAS offers all freestanding master’s programs the opportunity to keep a summer waitlist. Interested programs should compile a list of possible summer waitlist candidates by June 15. Because this is a new process, please email gsas-help@columbia.edu for guidelines outlining the timeframe and procedures for placing applicants on the summer waitlist.

MA Admissions Calendar

August
DGSs should work with department staff to ensure that the department website is updated to correspond to GSAS admissions policies and procedures (e.g., deadlines, application fees, tuition deposits, etc.).
September
Application system opens for the following spring and fall admissions periods. Note: Deadlines for applications are set by departments and programs, and are subject to GSAS approval. They vary widely, from November for admission in the upcoming spring semester to June for admission in the following fall semester. Accordingly, the timeline continues below with a general overview of the admissions process, rather than with particular, month-specific events. Typically, the Office of Admissions keeps the online application system open to receive late material for two weeks after the program’s published application deadline.

If the department or program needs either to 1) close the application earlier than the two-week grace period or 2) leave the application open beyond the two-week grace period, the department should notify the Office of Admissions by emailing gsas-help@columbia.edu .
No later than six weeks from the published deadline
The department or program notifies the Office of Admissions of its decisions to admit, reject, or place on a waitlist.
No later than seven weeks after the published deadline
The Office of Admissions prepares decision letters and notifies applicants by email.
No later than ten weeks after the published deadline
Admitted students are asked to respond within three weeks to the offer of admission and submit the tuition deposit.
June 15
Final date for faculty, staff, and applicants to access SLATE. Absolute deadline for applicants to enter responses or pay tuition deposits. Annual system updates for SLATE begin.

BA/MA Option

The BA/MA option is available only to current Columbia undergraduates (Columbia College, the School of Engineering and Applied Science, the School of General Studies, and Barnard College). Applicants apply and receive their admission decision during their junior year or the first semester of their senior year, but their actual enrollment in GSAS does not occur until they graduate from their undergraduate school.

Students who are interested in pursuing the BA/MA option should consult the DGS or program director of their intended MA program before applying. Students applying in the first semester of their senior year should meet with an advisor early in the semester, and should be urged to submit an early application. The department should review the application and record a decision before the end of the semester. Seniors who approach the department about applying later than the first semester should submit the standard MA application and be advised that they may transfer eligible excess credits to GSAS upon enrollment. These applicants should be offered an expedited GSAS decision.

Students offered admission under the BA/MA option should then work with the DGS or program director to determine an appropriate selection of graduate courses during their remaining undergraduate semesters. Eventually, upon enrollment in GSAS, BA/MA students may be granted up to one-half Residence Unit (0.5 RU) of advanced standing and/or up to three courses (nine to twelve credits) of transfer credit for graduate courses (4000-level and above) **taken in excess of the requirements for the Columbia**

or Barnard bachelor's degree. In other words, these courses may count as 0.5 RU of the 2 RU requirement for a master's degree.

Applicants interested in the BA/MA option should apply no later than the semester before the one in which they intend to begin taking courses that will count toward the MA. Since students are not enrolled in GSAS formally until after graduation from their undergraduate school, their admission to the BA/MA option is essentially a commitment to be granted transfer credit upon registration in GSAS.

For additional information, contact gsas-help@columbia.edu.

Non-Degree and Exchange Scholar Applications

Non-Degree Special Students

Students who are matriculated graduate students at institutions outside of the United States and who wish to take classes or do research at the Graduate School, but who do not wish to enroll in a degree program, may apply for Non-Degree Special Student status. Non-degree applications are available to review upon submission by the candidate. Departments are encouraged to submit decisions no later than December 1 for spring and May 1 for fall.

Domestic and International Exchange Programs

GSAS has a number of long-standing exchange agreements in place with domestic and international institutions to host graduate students for a limited period of time, so that they may take courses or conduct research that is necessary for completion of their dissertations. The objectives of these exchange programs are to offer PhD students additional educational opportunities not available in their home institutions, to introduce them to the academic culture and professional contacts of another institution or country, and to further enhance relationships between partner institutions.

The Graduate School's domestic exchange agreement is the [Ivy Plus Exchange Scholar Program](#), through which PhD students can study for one or two semesters at twelve participating Ivy Plus graduate schools. Additionally, GSAS has approximately twenty exchange agreements with international institutions or consortia. Students who are matriculated graduate students at international institutions and who wish to take classes or conduct research at GSAS, and whose institutions participate in special exchange programs with GSAS, are thus referred to as [International Exchange Scholars](#).

The review process for non-degree students applying through Ivy Plus or through an International Exchange Scholar agreement is handled in SLATE. Prospective non-degree PhD and MA students applying as exchange scholars are required to coordinate

their plan of study at GSAS with both their home institutions and the respective GSAS departments or programs to ascertain whether non-degree admission is offered. Applications are **submitted through SLATE** only if the prospective students have been officially preselected by their home institutions.

Admissions deadlines for most non-degree students are mid-November for the following spring semester, and mid-April for the following fall semester. Although GSAS strongly encourages all Exchange Scholars to apply during the normal application cycle, in some cases, due to international academic calendars and long-standing agreements, the review and admission process may take place earlier or later than the typical application time frame. GSAS understands that reviewing applications outside of the normal application cycle may be inconvenient; however, timely decisions for these applications are still required to ensure an efficient admissions process for all students.

Deferrals

The Graduate School offers admission with the expectation that students will matriculate in the semester specified during the application process. If extraordinary circumstances will prevent the student from matriculating, he or she should submit the deferral request form through the SLATE online application. Deferrals may be requested for up to one calendar year only.

Correspondence with the department does not constitute an official request for deferral; departments should forward such correspondence to gsas-help@columbia.edu. Departments are responsible for approving or denying the deferral request.

PhD deferral requests are not granted automatically. Upon receipt of the deferral request, the Office of Admissions will confer with the DGS or departmental admissions representative. Deferrals are usually granted only for academic reasons, such as the need to study a language abroad or travel due to the conditions of an award. Deferrals may also be granted for reasons of personal health or the health of a family member.

Admitted MA applicants may request a deferral via the online response form only after accepting the offer of admission and paying the tuition deposit. The MA deferral request will then be approved by the Office of Admissions, unless there are compelling reasons to deny the request. If your department wishes to review MA deferral requests, please notify the Office of Admissions at gsas-help@columbia.edu.

The Office of Admissions will report the decision to the applicant by email.

Transfer Credit

At GSAS, “transfer credit” denotes relevant coursework completed before a student’s enrollment in a GSAS degree program, and that he or she may submit in partial

fulfillment of specific academic requirements for the degree. This determination is made by the student's department, approved by GSAS, and entered on the student's transcript as formal acknowledgement of completed work that a student may use in partial fulfillment of academic requirements for the degree.

During the first semester in which they register, students who wish to request transfer credit should submit the [Application for Transfer Credit form](#) as well as any relevant materials to their department's director of graduate studies or program coordinator. Departments and programs determine the number of points of transfer credit to award, and forward their recommendation to the Graduate School of Arts and Sciences. Please note that all coursework submitted for transfer credit must be at the graduate level (at Columbia, this means courses at the 4000 level and above), be worth three or more points each, **and must not have been used to fulfill requirements for any other degree previously awarded at Columbia or elsewhere.**

Students should be aware of the following policies:

- Transfer credit is granted solely by the faculty and the dean of the Graduate School.
- Requests for transfer credit must be made by both the student and the director of graduate studies/program director.
- Under no circumstances will undergraduate courses (for Columbia courses, those at the 3000 level and below) be accepted as transfer credit toward a master's or doctoral degree.
- Once granted, transfer credit cannot be revoked.
- Students who transfer from one PhD program to another within Columbia University do not receive additional guaranteed funding beyond the initial offer of five years of funding.

Policies for awarding transfer credit differ depending on the type of degree program (doctoral or master's). Please refer to the [Transfer Credit page](#) of the GSAS website for complete policies.

Trailing Student Policy

In order to assist with the recruitment of new faculty, GSAS will help accommodate to the extent possible departmental requests to allow new faculty to relocate to Columbia along with some of their current graduate students. The total number of transferring students must be approved by the dean of the Graduate School and may affect the department's fellowship allocation for the following year. At a minimum, all transferring students must complete at least two Residence Units at GSAS and receive the MPhil degree in addition to defending the dissertation. In addition, all transferring students must have completed at least one year of graduate work at their current institution. Consequently, trailing students will receive at most an offer of four years of guaranteed funding.

Students seeking to transfer must complete the GSAS online application in the same manner as any other GSAS applicant. GSAS will waive the application fee. The departmental faculty and the dean will review the application files. The chair of the departmental admissions committee should certify to the dean both the admissibility of the student to the graduate program and the academic cohort into which the student would be placed. Students whose application is recommended for admission by the department and approved by the dean will receive a formal letter of admission. The Office of Admissions will send copies of this letter to the incoming faculty member and to the department requesting the transfer.

The academic level (year of study) of the entering student determines the maximum number of Residence Units awarded as advanced standing and the years of guaranteed fellowship support that will be awarded. The table below describes the standard years of funding and advanced standing awarded:

Entering Year	Maximum Advanced Standing Awarded	Natural Sciences (excluding Math and Statistics)		All Other Departments
		Years of GSAS Funding	Years of Faculty Grant Support	
2	2 RUs	1	3	4
3	4 RUs	0	3	3
4	4 RUs	0	2	2

Students who arrive in the spring semester will have their advanced standing and funding years adjusted accordingly. Students who are in their fourth year or later at the time of requesting admission or who have completed most of their doctoral work at their current institution are generally ineligible to earn their PhD at Columbia. Such students may enroll as exchange scholars at Columbia to complete their dissertation research but will receive the PhD degree at their current institution.

Financial Aid

The Office of Financial Aid coordinates funding for graduate students from internal and external sources. For questions about financial aid, contact Tom Tarduogno at tt22@columbia.edu or 212-854-3809.

DGSs should review the [Fellowship Information for Doctoral Students](#) section of the GSAS website.

Seven-Year Rule

PhD students normally receive the annual prevailing stipend and appropriate tuition and health fees for five years, provided that they remain in good academic standing and, in the case of student officers, have discharged responsibly their pedagogical or research duties. After the fifth year of funding, students may be eligible for, but are not entitled to, additional support.

Students are not eligible to receive GSAS fellowship funding after their seventh year of registration. Exceptions are made only for students who receive major outside fellowships after their seventh year of registration that require GSAS to contribute to the cost of tuition and health fees.

For more information, see the [Seven-Year Funding Eligibility page](#) of the GSAS website.

Internal Fellowships

GSAS administers a number of fellowships through an internal application process. For more information on a fellowship, follow the appropriate link below.

The [Summer](#) and [Academic Year Foreign Language and Area Studies \(FLAS\)](#) fellowships are open to students whose programs combine modern foreign language training with international or area studies. Students must be US citizens or permanent residents; FLAS funding is contingent on approval from the United States Department of Education.

The [Lindt](#) and [Zuckerman](#) Fellowships enable recipients to complete the writing of their dissertations during the award year; the [GSAS International Travel Fellowship](#) provides funding for international travel that is necessary for the completion of the dissertation.

The [Summer Language Fellowships for International Students](#) support international PhD students in the Humanities and Social Sciences who need to study a foreign language abroad during the summer. GSAS will endow summer fellowships with a maximum award of \$3,000.

External Fellowships

GSAS requires that PhD students apply for at least one academic-year external award before the end of their fourth year. Students are required to submit evidence of at least one good-faith effort to obtain funding from an external funding source to their director of graduate studies. Students should consult with the DGS to determine what constitutes a satisfactory effort based upon their field and progress in the program; the DGS is expected to convey to the Graduate School information about student efforts in this regard.

As an incentive to seek outside awards, PhD students who receive a major external fellowship awarded competitively during a year they would have otherwise received a GSAS-funded fellowship may choose to **either**: (1) receive a supplement to the external fellowship (top-off) or (2) extend a year of GSAS fellowship.

(1) Top-Off of an External Fellowship

Humanities and Social Sciences

Students in Humanities and Social Science departments who choose the top-off option to supplement their outside award with their GSAS funding may receive GSAS funds up to a maximum of \$6,000 above the standard academic year stipend. In 2017-2018, this maximum combined award will be \$34,290. Students whose academic-year awards exceed this amount may prefer to use option 2, extending a year of GSAS funding, and “bank” their GSAS fellowship for future use.

Natural Sciences

GSAS allows students in Natural Sciences departments to top off their external awards with their multiyear package up to a maximum funding cap. Students in departments that support students in the summer on faculty research grants* who hold external awards whose value is greater than \$15,000 may combine their awards up to a maximum of \$41,000. Awards that are below this threshold will be topped off up to the annual stipend rate. The annual stipend rate in 2017-18 is \$37,720. Students in the remaining Natural Sciences departments may combine their awards up to a maximum of \$6,000 above the academic year (September through May) stipend. In 2017-2018, the maximum combined academic year award is \$34,290. Students in Natural Sciences departments are not eligible to extend a year of GSAS funding. Accordingly, students in the Natural Sciences do not need to submit the Statement of Understanding form.

**Those departments include Astronomy, Biological Sciences, Chemistry, Earth and Environmental Sciences, Physics, and Psychology.*

Applying for the Top-Off Option

Students who wish to top off an external fellowship should complete the [Statement of Understanding form](#), sign it, and submit it to the Office of Financial Aid in 107 Low Library by September 15 (for the fall semester or for the academic year) or by January 16 (for spring semester-only awards).

Students who receive either a one-year outside award for which the stipend is at least \$20,000 or an academic-year Foreign Language and Area Studies (FLAS) award will not be required to teach during the period of the outside award unless the student will not have another opportunity to complete the GSAS instructional requirement of one year of teaching.

(2) Extension of GSAS Funding

Instead of topping off, students may choose to defer a year (or a semester, for semester-long awards) of their GSAS multiyear fellowship, subject to complying with the GSAS instructional requirement for PhD students. **Students who select this option will not be topped off.**

Students who do not submit the [Statement of Understanding form](#) by September 15 (for the fall semester or for the academic year) or by January 16 (for spring semester-only awards) will automatically receive the top-off of external fellowship option, and will not have their GSAS funding deferred. For more information, see the [External Fellowship Policy page](#) of the GSAS website.

External Fellowships Calendar (Sample List)

September–December
<ul style="list-style-type: none"> • Fulbright IIE Travel Fellowship • DAAD Travel Fellowship (study in Germany) • Mellon/ACLS Dissertation Fellowship • Hertz Foundation • NSF Graduate Research Fellowship Program • Ford Foundation Pre-Dissertation Fellowship • AAUW Dissertation Fellowship • Paul and Daisy Soros Fellowship for New Americans • Charlotte W. Newcombe Dissertation Fellowship • Trudeau Foundation Doctoral Scholarship • Dolores Zohrab Liebmann Fellowship • National Defense Science and Engineering Graduate Fellowship

January–February

- Department of Energy Computational Science Graduate Fellowship
- Boren Fellowships
- Josephine De Kármán Dissertation Fellowship
- Eisenhower-Roberts Dissertation Fellowship
- Summer & Academic Year FLAS

Student Affairs

The Office of Student Affairs oversees a student's career at Columbia from admission to graduation. Contact the Office of Student Affairs at gsas-studentaffairs@columbia.edu or 212-854-8903 with questions and issues pertaining to grading and registration, housing, leaves of absence and withdrawals, student life, orientation, and graduation. Contact information for individual staff members is available on the [Staff Directory page](#) of the GSAS website.

Progress Toward the Degree

The DGS tracks the progress of MA and PhD students toward their degrees by conducting annual reviews for multiple-year programs, or semesterly reviews for one-year programs. This evaluation should examine progress through academic requirements, note problematic and incomplete grades, and remind students of deadlines for important milestones.

The annual (or semesterly) review is an opportunity to encourage faltering students and identify resources to support them; it is also a time to administer academic warnings and put students on probation, removal from which might depend upon particular improvements.

MA Degree Requirements

The degree of Master of Arts (MA) is conferred upon students who complete all academic requirements specified by their program. Additionally, the Graduate School requires students to complete at least two Residence Units (RUs).

Registration in a full RU (usually for four or more courses) is considered full time. [Some MA programs](#) allow students to register on a part-time basis. Part-time MA students register for a half or quarter RU depending on the number of courses they are taking. Part-time study is not allowed for the doctoral degree (see below).

Note: After enrolling at Columbia, MA students may not use courses taken outside Columbia or its affiliates (Jewish Theological Seminary, Teachers College, Union Theological Seminary) to fulfill degree requirements.

Students must be admitted into a department or program in order to earn a degree in it. Students may not pursue more than one GSAS degree concurrently.

Students are required to complete all work and receive grades for all courses with the mark of **Incomplete (IN)** or **Credit Pending (CP)** before receiving the MA, whether or not the course is a requirement for the degree.

Once all requirements have been completed, *the student* must **apply for graduation** in order to receive the MA degree. Degrees are awarded three times a year—in October, February, and May—and each degree conferral date has a corresponding application **deadline**. Students should be reminded of their responsibility to apply for the degree before the deadline.

MA Thesis

Full-time students in freestanding master's programs complete their degree in a relatively short span of time. It is therefore important to help them maintain momentum during the thesis-writing process.

Students who are concerned about finding a topic for original research should be reminded that they can take a comparative, critical approach to extant research and scholarship; analyze data already collected by others; or test established theories in new situations. The program director, DGS, or equivalent advisor should assist students in finding a topic of manageable dimensions.

For a smooth start to the process of research and writing, programs may require students to submit a thesis proposal in the semester before they begin work in earnest: we suggest 1,000 words (not counting a bibliography) concerning the topic, previous scholarship, and the approach and methodology they intend to take. This provides their advisor with a basis for constructive criticism early in the thesis research-and-writing semester. If several MA students in the program are writing theses simultaneously, DGSs may encourage them to set up an informal writing circle if the program does not have a thesis colloquium. Advisors should set a date for submission of a complete first draft of the thesis with plenty of time left for revision before the final draft is due.

MA students who conduct research involving human subjects for a thesis or research paper should be advised about the requirement to apply to the **Institutional Review Board** for exemption or approval.

If the thesis requires registration for a course, students should register in the term when they will be devoting the most time to the research and writing of the thesis, not before. Incompletes (IN) for theses have the same grace period as any other course before they turn to an F. The advisor or department may set an *earlier* deadline for completion of the thesis; in such cases, that deadline will supersede the GSAS deadline.

Library Affiliation

Library affiliation cards are available to GSAS master's students who require access to the library to complete outstanding work for the thesis. To be eligible, students must not be registered for courses or Extended Residence, and must be approved by their department/program and the dean. The card grants temporary library access (up to two semesters) with borrowing privileges.

To receive a library affiliation card, students must complete the **Library Affiliation Request form**, have it signed by their thesis advisor, and submit it to the Office of

Student Affairs in 107 Low Library.

MPhil Degree Requirements

The degree of Master of Philosophy (MPhil) is conferred upon a student who has fulfilled all PhD requirements except the dissertation. Study for the MPhil is full time only.

For conferral of the MPhil, the Graduate School requires the completion of all requirements for the MA degree (two Residence Units of advanced standing), plus four additional Residence Units earned at Columbia, for a total of six Residence Units. Through coursework and qualifying examinations, a student must demonstrate a superior level of competence in the discipline. Students must complete the instructional requirements for doctoral students, and are responsible for fulfilling any language or other special requirements as set by the program; the DGS should advise students of any such additional requirements.

Students are required to complete all work and receive grades for all courses with the mark of **Incomplete (IN)** or **Credit Pending (CP)** before receiving the MPhil, whether or not the course is a requirement for the degree.

To maintain satisfactory academic progress, all work for the MPhil degree, **including the prospectus defense, if relevant**, must be completed within four years of registration, unless the student receives two Residence Units of advanced standing, in which case all MPhil degree requirements, **including the prospectus defense, if relevant**, must be completed within three years of registration. This time limit for the MPhil applies to students entering PhD programs who already hold appropriate master's degrees from Columbia or from other institutions.

Once all requirements have been completed, the student should submit an **application for the MPhil degree** to the DGS. The DGS must then sign the form and submit it to the **GSAS Dissertation Office** by the **deadline** that corresponds to the intended degree conferral date.

PhD Degree Requirements

The degrees of Doctor of Philosophy (PhD) and Doctor of Musical Arts (DMA) are the university's highest degrees. Study for the PhD and DMA is full time only. For more information, see **Requirements for the PhD and DMA Degrees**.

Students who wish to earn the PhD degree must have earned the MPhil degree at Columbia and must prepare, defend, and deposit a dissertation in accordance with the **regulations of the Graduate School of Arts and Sciences**. Students must also fulfill the requirements of their department or PhD program.

Students must satisfy rules pertaining to time limits as stated below under "Satisfactory

Academic Progress” and as described in the [Nine-Year Policy for Time to the PhD Degree](#). Additionally, both DGSs and students should be aware of the [Seven-Year Rule for Fellowship Eligibility](#).

Instructional Requirement for Doctoral Students

All students in Arts and Sciences PhD programs must fulfill a one-year GSAS teaching requirement in their first four years of residence (three years for students admitted with advanced standing). It is expected that students will fulfill their teaching responsibilities in consecutive semesters; exceptions based on compelling academic or professional reasons must be approved by the Office of the Dean. Students are usually appointed as [Teaching Fellows](#) while they fulfill the requirement.

Students who receive [GSAS multiyear fellowships](#) typically teach for two more years as a condition of their fellowship support, as indicated in their official letter of admission from the dean of the Graduate School.

Dissertation

Complete information about the dissertation, defense, electronic deposit, and certification of completion is available in the [Dissertation Office section](#) of the GSAS website.

Dissertation Workshops

All Humanities and Social Science departments have a required dissertation workshop to provide an enabling structure for all post-MPhil students after their fourth year. While the format, size, and frequency of meetings vary among departments, two conditions should be observed: all post-MPhil students are required to participate, and each student must have at least one opportunity annually to circulate work and receive feedback. Post-MPhil students not in New York are expected to participate by distributing their work digitally and using digital media (Skype, Google Hangouts, VoIP, etc.) to participate, whenever possible.

Defense and Deposit

Defense and deposit procedures are outlined in detail on the [Defense and Evaluation](#) and [Deposit Gateway](#) pages.

Satisfactory Academic Progress

The Graduate School of Arts and Sciences has specific rules and benchmarks to define satisfactory academic progress for master’s and doctoral students. The Graduate School holds each student within a particular program to the same academic standards.

Progress Toward the MA Degree

The Graduate School considers progress toward the MA degree to be minimally satisfactory when progress is made at a rate that will allow a student to complete the degree within four consecutive terms of full-time study. Rates of progress for part-time

MA study vary by program, and not all MA programs allow part-time study; for more information, see the [Satisfactory Academic Progress](#) page of the GSAS website.

Students must also maintain a minimum cumulative grade point average (GPA) of 3.0. The cumulative GPA is derived from all courses in which a student has registered and received a grade. Students may not hold more than one mark of **Incomplete** at a time.

Progress Toward the PhD Degree

Continuous registration is required of all doctoral degree candidates in the Graduate School of Arts and Sciences. Exceptions are made for students on approved leaves of absence, which “stop the clock” on time-to-degree requirements and multiyear fellowship packages. For more information, see the [Leaves of Absence page](#) of the GSAS website.

The Graduate School considers progress to be minimally satisfactory when progress is such that a student completes the MA degree within two years of registration, the MPhil degree (**including the prospectus defense, if relevant**) within four years of registration, and the PhD within nine years of registration. Students who receive credit for an MA completed elsewhere, and/or with two Residence Units of advanced standing, must complete the MPhil within three years and the PhD within eight years of registration.

Students must also maintain a minimum cumulative grade point average (GPA) of 3.0. The cumulative GPA is derived from all courses in which a student has registered and received a grade. Students may not hold more than one mark of **Incomplete** at a time.

These time-to-degree requirements are the maximum registration limits for the MA/MPhil/PhD in the Graduate School; some programs have a shorter time-to-degree requirement. Where the program’s time-to-degree rule is shorter, the student must follow the program’s rule. Failure to comply with these requirements will indicate lack of satisfactory academic progress toward the degree.

Progress Reports

The satisfactory progress of doctoral students is assessed annually on the basis of academic performance, including the timely completion of all language examinations and all certifying and comprehensive examinations and thesis requirements, grades, and performance in any required teaching or research apprenticeship.

In addition, each year post-MPhil students and students in their fourth year of registration who are required to complete the MPhil by the end of that semester must submit the Dissertation Progress Report through [SSOL](#). Both students and their advisors complete sections of this online report that detail progress, quality of work, and schedule for dissertation and degree completion.

The dissertation sponsor reviews the student’s report, determines whether the student is making satisfactory progress, and reports this evaluation of progress to GSAS via SSOL in the fall semester. Students have access to the online report from mid-October through

mid-November, and sponsors have access until the end of the semester; specific deadlines can be found on SSOL.

For more information on the progress report, contact the [Dissertation Office](#).

Failure to Maintain Satisfactory Progress and Probation

A student who fails to maintain satisfactory progress will be advised of corrective steps to take, and apprised of the consequences of failing to take those steps. A student who fails to maintain satisfactory progress may have his/her candidacy terminated. Additionally, each program maintains its own standards of satisfactory academic progress and corrective procedures, and all students must familiarize themselves with them. In cases of evident failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

In communicating the terms of the probationary period, the DGS should provide students with appropriate advice, specific requirements to meet, and deadlines by which they must be met. The DGS should be the only person in the department to provide information and/or warnings to a student regarding his or her academic standing.

The DGS should communicate requirements and deadlines to students orally (preferably in person) and in writing, and should follow up as deadlines come due. Working with students in academic difficulty is easier if an original, written warning can be produced during future conversations.

Please feel free to send drafts of warning letters to Vice Dean Andrea Solomon for possible editing or revision. See the appendix of this handbook for a sample warning letter.

The warning letter should be emailed with instructions for its acknowledgment and return. The DGS should also inform the student when he or she has returned to good standing after satisfying the academic requirements and meeting the deadlines expressed in the warning letter.

Dismissing a Graduate Student in the Arts and Sciences

Graduate students are expected to maintain good academic standing, including acquiring an advisor, meeting time-to-degree requirements, maintaining superior quality of work, and other criteria specified by the department and the Graduate School. When students are in poor standing, departments are expected to detail conditions and deadlines that must be fulfilled for them to regain good standing.

If a student continues to be in poor academic standing for another semester while in registered status, the director of graduate studies or faculty member holding a similar position should confer with the GSAS administration, typically the dean of academic affairs, regarding the termination of that student's candidacy for the degree.

After that consultation, the department will communicate to the student the reasons for recommending dismissal, and GSAS will proceed with the formal termination of

candidacy, sending an official letter to the student and copying relevant faculty and administrators. A student's university privileges are not suspended until the dismissal is final.

The effective date of dismissal will be included in the official notification from GSAS. Typically, the dismissal is effective immediately or at the end of the then-current semester.

A student may appeal a departmental recommendation to dismiss within ten calendar days of receiving notification from GSAS, by writing to the dean of the Graduate School. The letter should explain the grounds for challenging the department's recommendation to dismiss. The student may appeal the decision only if he or she:

- has new relevant information that was unavailable at the time of dismissal.
- has concerns with the process of probation and dismissal that could potentially change or affect the outcome of the decision.

The dean will consider the appeal to determine if a change in the original decision is warranted. Regardless of the outcome of the appeal, the dean will notify the student of the final decision in writing within ten calendar days of the appeal request. There are no further possibilities of appeal beyond the dean.

Good Standing

Good standing in the Graduate School involves two components: *good academic standing* in the student's department or program, and *good administrative standing* in the Graduate School.

Good Academic Standing in a Degree Program

To be considered in good academic standing, students must make satisfactory academic progress as determined by their program. Satisfactory progress for MA and PhD candidates includes, but is not limited to:

- Acquiring an advisor
- Maintaining consistent contact with the departmental DGS and sponsor
- Meeting time-to-degree requirements for the MA and MPhil degrees
- Fulfilling the dissertation prospectus requirement (for doctoral students), if required by the department
- Completing an annual dissertation progress report upon attaining the MPhil degree
- Completing degree requirements and maintaining specific academic standards as defined by the program
- Maintaining a cumulative grade point average (GPA) of at least 3.0
- Holding no more than one mark of **Incomplete** at any given time
- Fulfilling GSAS pedagogical requirements and responsibilities

- Meeting other criteria specified by the department

Departments or programs should communicate the express criteria for good academic standing to their students, who should take time to familiarize themselves with the criteria.

Good Administrative Standing in the Graduate School

Additionally, students are expected to remain in compliance with all applicable administrative policies, procedures, and community standards of the university such as those of the University Libraries, University Housing, ISSO, and other administrative units of the university.

Consequences for failing to make academic progress or to adhere to applicable administrative policies and procedures may include academic or administrative warning, probation, suspension, or dismissal.

Registration

Registration at the Graduate School is a two-part process that consists of registering for individual courses and registering for residence at the university through Residence Units (RUs). All students must complete *both* parts of the registration process themselves.

If the DGS wishes to ensure that a student receive advice before registering for courses or registration categories such as Extended Residence (ER) or Matriculation & Facilities (M&F), the DGS may ask GSAS to put a registration hold on a student's record, thereby requiring the student to meet with the DGS before the hold is lifted. GSAS will lift the hold only upon request of the DGS.

Course Registration

Students register for courses through [Student Services Online \(SSOL\)](#). For general information regarding registration periods, see the [Registration Dates page on the Registrar's website](#) or the [Academic Calendar](#).

Residence Units and Other Registration Categories

In addition to registering for individual courses, students in the Graduate School of Arts and Sciences are required to register for residence at the university. In all PhD programs and MA programs (with the exception noted below), this is done by registering for Residence Units, which provide the basis for tuition charges.

Degree Requirements

Two Residence Units are required for the MA earned as part of a PhD degree; four additional Residence Units, for a total of six overall, are required for the MPhil, PhD, and DMA degrees.

Two Residence Units are required for the freestanding Master of Arts degree.

Exception: Students who entered the following master's programs in **Spring 2016 or earlier** do not register for Residence Units: American Studies, Global French Studies, Human Rights Studies, Islamic Studies, Japanese Pedagogy, Jewish Studies, Medieval and Renaissance Studies, Modern European Studies, or South Asian Studies. Students entering these freestanding MA programs in **Fall 2016 or later** register for a full or fractional Residence Unit following registration rules.

Full- and Part-Time Registration

To be considered full time, a student must register for a full Residence Unit, Extended Residence, or Matriculation and Facilities (see below) each semester, whether or not the student is taking courses. Students in PhD programs may not register as part time.

Part-time students in MA programs may register for quarter or half Residence Units.

- A student who is registered for a full Residence Unit may enroll in any number of courses; however, additional tuition is charged per point if the student registers for more than eighteen points per semester.
- A student who is registered for a half Residence Unit may enroll in no more than three courses.
- A student who is registered for a quarter Residence Unit may enroll in one or two courses.

Full, half, and quarter Residence Units are calculated on the basis of courses taken for a letter grade, Pass/Fail, or R credit.

Extended Residence (ER)

After completing the appropriate number of Residence Units, students are required to register for Extended Residence for any term in which they:

- register for a course
- hold a university teaching or research appointment

Matriculation and Facilities (M&F)

To satisfy the continuous registration requirement and to make use of various university facilities, PhD students in Arts and Sciences programs who have completed at least six Residence Units register for Matriculation and Facilities when they are only:

- completing a degree requirement such as a language examination or qualifying examination
- preparing the dissertation proposal

- writing or distributing the dissertation

In all other cases, a PhD student must register for either a full Residence Unit or Extended Residence. PhD students do *not* register in any semester following the one in which they distribute the dissertation.

Students in MA programs do not register for M&F. For access to library facilities, thesis-writing students who are not registered in any courses may apply for [library affiliation](#).

Late Registration

A \$100 late fee will be charged to students who register after the first two weeks of the semester.

Registration Policies

All entering students must meet the university's [immunization requirements](#) before they can register for classes. Columbia Health places a registration hold on all students who have not submitted the required documentation by the stated deadline and lifts the hold when it receives appropriate documentation. Other offices, such as University Life, have additional pre-arrival requirements that must be satisfied before students can register for classes.

According to university regulations, each person whose registration has been completed will be considered a student of the university during the term for which he or she is registered, unless the student's connection with the university is officially severed by withdrawal or expulsion. No student registered in any school or college of the university shall be registered at the same time in any other school or college, either of Columbia University or of any other institution.

The privileges of the university are not available to any student until he or she has completed registration. A student who is not officially registered for a Columbia course may not attend the course. No student may register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

The university reserves the right to withhold the privilege of registration or any other university privilege from any person with an unpaid debt to the university.

Continuous Registration

Students in all degree programs are required to register in each fall and spring semester until all degree requirements have been completed or until the time-to-degree limit (as noted in the "Satisfactory Academic Progress" section) has been reached. Students are exempt from the requirement to register continuously only when granted an *official* leave of absence by the GSAS Office of Student Affairs.

Adding and Dropping Courses

Students may add or drop courses through SSOL, without penalty, during the change of program period (i.e., the first two weeks of the fall or spring semester). The [GSAS Academic Calendar](#) lists the exact dates for the change of program period and other deadlines. (The change of program period varies during the summer session; consult the [School of Professional Studies website](#) for exact dates.)

After the change of program period, students may continue to drop courses through SSOL until the final deadline to drop a course (consult the [Academic Calendar](#)). Courses may be added during this time only with the instructor's approval. Courses dropped during this time are charged at full tuition but do not appear on a student's transcript.

Not attending classes or sending a notification to the instructor does not constitute dropping a course. Students who stop attending a course without formally dropping it by the deadline should be assigned a letter grade based on the same criteria as students who complete the course.

For more complicated registration processes, such as cross-registration between schools after the change of program period, students should use the paper [Registration Adjustment Form](#).

Grades

The Graduate School's grading system is as follows: A, excellent; B, good; C, fair; D, passing but poor; F, failure. Plus and minus letter grades are also used. Unless program regulations specifically state otherwise, all courses to be credited toward the degree must be taken for a letter grade (see also the paragraph on R credit below). The grade of F is a final grade and is not subject to reexamination.

The DGS oversees grades in two ways. First, the DGS should encourage faculty to give meaningful grades. When a student's work does not meet published minimum departmental standards, the grade awarded should reflect that.

Second, in evaluating student progress, the DGS should remain aware of student grades overall. The DGS should keep track of outstanding Incomplete marks and follow up with students who frequently receive Incompletes or are in danger of accumulating more than one Incomplete at a time.

Grade Change Requests

Instructors are responsible for initiating grade changes and must transact all grade changes directly in [SSOL](#) for GSAS students. For more information, visit the [Registrar's website](#).

IN (Incomplete)

The mark of IN is given to a student who has satisfactorily met all the requirements of a course except for the completion of assigned papers, reports, or the final examination, which the student has been compelled to postpone for reasons that are 1) beyond his or her control and 2) satisfactory to the instructor. For a course in the Arts and Sciences, if the student does not submit the outstanding work by the end of the grace period (about six months), the mark of IN will be changed to an F, which will be not subject to change at a later date. Approved leaves of absence “stop the clock” on Incomplete deadlines.

The deadline for students to submit their outstanding work is December 31 for Incompletes earned in the previous spring semester or summer session, and June 30 for Incompletes earned in the previous fall semester; for example, a student who receives an Incomplete in the Fall 2017 semester will have until June 30, 2018, to submit the outstanding work. Extensions will not be granted.

Departments and instructors may set an *earlier* deadline for completion of the outstanding work; in such cases, that deadline will supersede the GSAS deadline.

R (Registered for the course; no qualitative grade assigned)

The mark of R is awarded in place of a letter grade. A student who elects to take a course for R credit must meet all course requirements other than the final examination or paper, unless the instructor states otherwise in writing, preferably in the form of an email to the student.

Before electing to take a course for R credit, students should first consult their DGS or program director to ascertain that the course will count toward their degree requirements, since some programs do not allow any R-credit courses and others allow only a limited number. They should also confer with the instructor of the course and their home department to obtain permission to take the course for R credit.

Requests for R credit are handled directly between students and instructors any time from the start of the semester until the eleventh week of classes. For students taking half-semester courses, the deadline to request R is the Friday of the fourth week of the course. Students should discuss the R credit option with the instructor, and obtain written confirmation of the agreement, typically via email. Instructors will be able to select the R at the end of the semester when submitting grades.

The deadline to request R credit is the same date as the deadline to request to take a course Pass/Fail (see the [Academic Calendar](#) for fall- and spring-term deadlines; see the [School of Professional Studies website](#) for summer-term deadlines). **Courses cannot be converted to R credit or from R credit to a letter grade after this deadline.**

A course that has been taken for R credit may not be repeated for a letter grade.

When a student chooses to take a course for R credit, but does not satisfactorily fulfill the conditions for receiving R credit, the instructor may award the mark of IN, UW, or F depending on what he or she deems appropriate. To make the actual change, the instructor will submit an online grade-change request.

If a student receives an Incomplete for a class taken for R credit and does not submit the work by the GSAS deadline, the mark of IN will be changed to an UW, which will not be subject to change at a later date.

Courses taken for R credit are applied toward the calculation of Residence Units for billing purposes in the same way as are courses taken for a letter grade. The number of points of R credit acceptable for a degree, however, is set by each program in consultation with the Executive Committee of the Graduate School of Arts and Sciences.

P/F (Pass/Fail)

A few specific graduate-level courses are offered only on a Pass/Fail basis. In these cases, the instructor notifies the student of the P/F grading scale and submits grades accordingly.

Students who wish to be given a P/F grade for a course offered on a letter-grade scale must request the grade of P/F through the Office of the University Registrar, not by direct request to the instructor. The deadline for requesting to take a course P/F is given each year on the [University Academic Calendar](#). Requests to take a course P/F and requests to change from P/F to a letter grade will not be granted after this date. The grade of F is a final grade and is not subject to reexamination.

A course that has been taken for P/F may not be repeated for a letter grade.

The number of points of P/F credit which may be applied toward the degree is set by each program in consultation with the Executive Committee of the Graduate School of Arts and Sciences.

YC (Year Course)

This mark is given at the end of the first term of a course in which the full year of work must be completed before a qualitative grade is assigned. The grade given at the end of the second term is the grade for the entire course.

CP (Credit Pending)

The mark of CP implies satisfactory progress. It differs from IN in that it is given only in graduate research courses in those rare situations in which the research project, by the nature of its subject, unavoidably and predictably continues beyond the end of the term. Upon completion, a final qualitative grade is assigned and credit granted. If the CP is not removed within one year, it will be changed to an F.

UW (Unofficial Withdrawal)

The mark of UW is assigned to students who registered for a course but who never attended or discontinued attendance prior to the due date of substantive work. Additional information is available on the [Registrar's website](#).

Retaking a Course with a Grade of F

Students may appeal to the DGS or program director of their department to retake a course in which they have received an F. The student must obtain approval from the DGS of the department offering the course, as well as from the DGS of their department. The student must retake the entire course. Students cannot retake a course for which they received a passing grade (i.e., R, P, D, or higher). To receive permission to retake a course, the student must submit the [Registration Adjustment Form](#) to the GSAS Office of Student Affairs, requesting that the course be added to the student's registration the next time it is offered. **Note:** This appeal must be filed no later than ten days after the grade has been posted on SSOL.

The grades for both of the courses will be posted on the student's transcript; the first course will not count toward the student's minimum GPA for [good standing](#), but the second iteration will. The student will be charged applicable tuition for both courses.

Grade Appeals

As a matter of course, GSAS recognizes that all faculty members have the right to determine grading policies for their classes and the expertise to evaluate their students' work. A grade appeal requires objective evidence of a substantive breach in grading policy. A student wishing to appeal a final grade should first contact the professor to attempt to resolve the dispute informally. If no resolution results, the student should next consult his or her advisor, director of graduate studies, or chair. If the dispute is not settled, a student should submit a detailed written statement describing the disagreement to the GSAS Office of Student Affairs no later than thirty working days after the end of the term in which the class was taken or, if the student receives notice of the grade after the end of the term, no later than thirty working days after receiving notice of the grade.

Note: Grade changes are not allowed after a student has graduated and his or her terminal degree has been conferred.

Change of Department

A student who is currently registered in a program at the Graduate School of Arts and Sciences may apply for a change of department or program. Students may request a change:

- from one PhD program to another PhD program
- from a PhD program to a master's program
- from one master's program to another

Note: A change of department or program is not allowed from a master's program to a PhD program. A change of department or program should not be used to apply to another division or school of the university; instead, a formal application for admission must be submitted.

Change of department requests cannot be made within the first semester of enrollment.

Approval for such requests is given solely at the discretion of the dean of the Graduate School and of the faculty of the department or program to which the student is applying.

Typically, the DGS of the new program reviews the student's application to the original program, although he or she may also require a transcript of all courses completed since the original application as well as a new statement of purpose and/or writing sample. The DGS of the new program may also consult with the DGS of the original program. The rules for giving credit for courses taken at Columbia (as noted on the [Transfer Credit page](#) of the GSAS website) apply in this situation.

Once the request to change department is approved, students will be unregistered from their original program and enrolled in the new one.

PhD fellows who wish to change to another PhD program should consult with the faculty of that department before formally applying. **A PhD fellowship is not automatically transferred to the new program.** The faculty of the new program is under no obligation to continue the fellowship offered by the original department.

If a PhD student changes to another PhD program within his or her first two years, the receiving department must use one admissions allocation for that student.

Professional Development

Placement Chairs

Each department should have a designated faculty member (or members) whose responsibility it is to provide students with the knowledge and expertise that they will need to make the best case for themselves in the job market. In most instances, this may be the DGS, but depending on the number of students and size of the faculty,

departments may choose someone else explicitly for this role. Sponsors may continue to provide this valuable service to their charges, but the placement officer is a resource available to all students in a department.

Among the services this faculty member provides are to:

1. distribute templates appropriate to the discipline of curriculum vitae, cover letter, research statement, statement on teaching, dissertation abstract, etc., to all students preparing to send applications
2. edit and proofread drafts of documents listed above before they are mailed by candidates
3. ensure that letters of recommendation are produced and submitted by colleagues in a timely fashion
4. review syllabi and other course materials to be submitted by candidates with application
5. prepare candidates for mock interviews
6. arrange for mock interviews of candidates with department faculty
7. prepare candidates for on-campus interviews
8. serve as a resource to interpret and negotiate offers received

Center for Career Education

The Center for Career Education (CCE) offers a number of resources for master's and doctoral students regarding a wide range of careers.

For more information, see [CCE's website](#) and [resources for graduate students](#).

Conferences

The [GSAS Conference Matching Travel Fund](#) helps graduate students in Arts and Sciences programs to present a paper or poster at academic or professional conferences. MA and PhD students are eligible to apply for funds to defray travel expenses. Conferences organized by graduate students are ordinarily not eligible.

In order for a student to receive an award from the Conference Matching Travel Fund, the department or program must first approve a student's application and provide funds to defray expenses. GSAS will then match the funds provided by the department, up to a maximum of \$250.

There is a limit of one travel award per academic year, and a maximum of two awards during a student's career at Columbia. The award is not guaranteed, and requests are considered on a first-come, first-served basis. If applications exceed available funds, students who have not received an award in previous years will have priority.

For more information, see the [Funding to Attend Conferences page](#).

Teaching

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) promotes best practices in teaching and communication within a fast-changing academic landscape. GSAS students are encouraged to register for CTL workshops and activities that help them cultivate pedagogical skills.

The CTL also offers individual consultations to students. Students who approach DGSs with questions or concerns about their teaching should be encouraged to visit the CTL during office hours, or to contact Mark Phillipson, director of graduate student programs and services, at mlp55@columbia.edu to schedule an appointment.

More information is available on the [Teaching section](#) of the GSAS website.

Teaching and Research Appointments

All students in Arts and Sciences PhD programs must fulfill a one-year GSAS teaching requirement in their first four years of residence (three years for students admitted with advanced standing). Students are usually appointed as [Teaching Fellows](#) while they fulfill the requirement. Students who receive [GSAS multiyear fellowships](#) must typically teach for more than a year as a condition of their fellowship support, as indicated in their official letter of admission from the dean of the Graduate School.

The DGS should familiarize himself/herself with the different [Fellowship Categories](#) and the [Graduate Student Teaching Guidelines](#), as well as the “Sample Teaching Appointment Letter” found in the appendix of this handbook.

Teaching Scholars Program

The Teaching Scholars Program affords advanced graduate students—those who have already received the MPhil—the opportunity to prepare and teach independently a course of their own devising. More information is available on the [Teaching Scholars page](#).

Grading by MA Students

Departments may hire qualified registered MA students to grade exams or perform comparable behind-the-scenes tasks to assist professors or supplement the work of PhD Teaching Fellows in undergraduate courses. Such tasks should not include leading a discussion section.

GSAS pays \$3,300 to MA graders who are officially appointed through GSAS in the form of a \$1,800 stipend and a \$1,500 reduction on tuition for the semester of appointment.

A department need not hire only its own MA students, since interdisciplinary MA programs that operate outside a department have students trained in disciplinary fields.

Contact Vice Dean Andrea Solomon if you have located a specific MA student whom you would like to hire as a grader. Contact the GSAS Office of Communications ([gsas-](#)

communications@columbia.edu) if you have an opening that you would like to advertise across a variety of MA programs.

Graduation

In order to receive their degree and participate in the GSAS Convocation and University Commencement ceremonies, students must apply to graduate and be certified by their department or program.

The MA Degree

Both students in freestanding MA programs and students who receive the MA while progressing toward the PhD degree following the process below to graduate.

The student must [apply for graduation](#) in order to receive the MA degree after completing all requirements. Degrees are awarded three times a year—in October, February, and May—and each degree conferral date has a corresponding [application deadline](#).

Once students have applied to graduate, the Registrar sends a list of such students to the department or program. It is the DGS's responsibility to certify students for graduation and return the results to the Registrar's Office **no later than five working days** before graduation in October, February, and May.

The MPhil Degree

Once all requirements have been completed, the student submits an [Application for the MPhil Degree](#) to the DGS. The DGS must then sign the form and submit it to the Office of Student Affairs by the [deadline](#) that corresponds to the intended degree conferral date.

The PhD Degree

After passing the defense, the student will be given an Approval Card. The DGS or chair signs the card indicating that any necessary revisions have been completed; the student is then authorized to deposit the dissertation.

Degrees are awarded three times a year—in October, February, and May—and each degree conferral date has a corresponding [dissertation deposit deadline](#).

For more information, contact the [Dissertation Office](#).

Leaves of Absence, Withdrawals, and Reinstatement

Leaves of Absence

A leave of absence allows a student who must interrupt his or her studies for a compelling reason—for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus—to be exempt from the [continuous registration](#) requirement. A leave of absence “stops the clock” on time-to-degree requirements; consequently, students should request an official leave of absence rather than simply ceasing to attend classes or not registering for classes in a given semester.

Leaves are granted only to students whose academic and administrative standing (as defined by the student’s department or program and GSAS) permits them to continue in the degree program when they return from leave.

Leaves of absence are granted for one or two semesters; under unusual circumstances, students may apply for a third or fourth semester of leave. The period of leave may not exceed two years (four semesters). Withdrawal is the proper route if absence from graduate study will exceed four semesters. Leaves will not be granted retroactively.

During the period of leave, a student may not be required to complete any academic work. While on leave, students do not register and cannot use university facilities, including libraries and housing. Students on leaves of absence are not eligible to defer payment of university and government loans. See below for specific information regarding use of facilities and repayment of loans.

Students on a J1 or F1 visa who are intending to take a leave of absence should contact the [International Students and Scholars Office](#) as soon as possible.

Requesting a Leave

To request a leave of absence, students must submit the [Request for a Leave of Absence](#) to the Office of Student Affairs. GSAS will contact the DGS to ascertain the student’s academic standing.

The DGS indicates **either** that

- 1) the student is in good academic standing; or
- 2) the student is not in good standing and must meet certain academic conditions or deadlines relating to progress upon return.

Any such conditions, the timetable for their completion, and the consequences that will ensue should they fail to be completed should be communicated to the Office of Student Affairs. The Office of Student Affairs will communicate this information to the student.

Medical Leaves of Absence

A student who must interrupt study temporarily because of illness or injury may be granted a medical leave of absence, contingent upon the submission of documentation from a health-care professional confirming that the student is unable to engage in graduate study. The medical provider must submit such documentation by fax (212-854-2863) or by email (gsas-studentaffairs@columbia.edu) no later than one week after the student submits the [Request for a Leave of Absence](#); the documentation may include a statement as to when the student can be expected to resume studies.

Graduate students in the Arts and Sciences are eligible to apply for a medical leave at any time. Medical leaves, however, are granted only to students whose academic and administrative standing (as defined by the student's program and GSAS) permits them to continue in the degree program when they return from leave. While on leave, students must be actively engaged in a course of medical treatment for the condition(s) that occasioned the leave. Requests for a medical leave for a given semester will not be accepted at any time after the final day of classes for that semester.

Students who take an approved medical leave of absence during the first thirty days of a term are eligible to remain enrolled in the [Columbia Student Medical Insurance Plan](#) and the [Columbia Health Program](#). Students should read the full details of the Columbia Health policy and procedures on withdrawal due to medical leave in the insurance plan brochure (available on the [Columbia Health website](#)) and contact the Columbia Health Insurance Office for further important information.

Military Leaves of Absence

A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time will be granted a military leave of absence to fulfill that obligation. The student seeking a military leave of absence must provide the GSAS Office of Student Affairs with written documentation from the appropriate military authorities (including dates of the period of obligation).

Personal Leaves of Absence

Students who must interrupt study temporarily for reasons other than those described above may request a personal leave of absence, which must be approved by both the student's department or program and the GSAS Office of Student Affairs. Reasons may include, but are not limited to, financial status; childcare; illness, bereavement, or other critical matters in one's family; changes in one's outside employment; and other situations as required by applicable law. Such a leave must be approved before or during the term for which it is requested; it cannot be granted retroactively. Personal leaves of absence are granted for one or two semesters; under unusual circumstances students may apply for a third or fourth semester of leave. Leaves are not granted for longer than two years (four semesters); withdrawal is the proper route if absence from graduate study will exceed four semesters.

- ***Personal Leaves of Absence for PhD Students***

A student in a program leading to the PhD is eligible for a personal leave of absence only after satisfactory completion of at least one year of study. PhD students in their first year who wish to leave the university should request a withdrawal instead.

Personal leaves after the MPhil are granted only in exceptional circumstances in which students must temporarily suspend their studies to care for the serious medical condition of an immediate family member, or in other situations as required by applicable law.

- ***Personal Leaves of Absence for MA Students***

A student in a master's program that does not lead to the PhD is eligible for a personal leave of absence after satisfactory completion of at least one semester of study. Master's students in their first semester who wish to leave the university should request a withdrawal instead.

Registration and Completion of Requirements

Students on leave of absence are not considered to be registered Columbia students. No tuition is charged for semesters for which a leave of absence has been approved.

Approved leaves are entered on a student's permanent academic record. The period of the leave is not counted toward the time allowed for completion of the degree requirements. A student on leave may not fulfill any degree requirement other than, if he or she wishes, the completion of work in courses for which an approved mark of Incomplete has been issued by the instructor; however, the period of the leave will not be counted toward the time allowed for completion of an Incomplete. Other degree requirements, including language exams, oral exams, and dissertation research and writing, may not be completed while a student is on leave.

Use of Facilities and Services While on Leave

A student on leave may not use university facilities, including housing, nor receive financial aid. Email accounts are normally suspended within six to nine months after approval of the leave. Library access may be requested for specific short periods of time and specific reasons by application to the Office of Student Affairs. Please note that students who are on leave and who previously have been awarded a Columbia degree will continue to receive email at their LionMail account. They may also be able to use facilities such as the [libraries](#); see the [Columbia Alumni Association website](#) for more information.

For more information about health insurance and university housing while on leave, see the [Leaves of Absence](#) page of the GSAS website.

Leaves and Financial Aid

Students on leave may not receive any university funding or financial aid. Students who plan to request a leave should consult the [Office of Financial Aid](#) with questions about how the leave will affect their financial aid.

Students who have participated in educational loan programs (e.g., students who have participated in either federal, private, or institutional educational loan programs) should be advised that their educational loans will enter into repayment during the time of their leave. Such students should be in direct contact with their loan servicer(s) for more information about deferment and or forbearance options while on leave.

To be considered for fellowships—including reinstatement of multiyear PhD fellowships held at the time of the request for leave—or financial aid other than loans, students returning from leave should contact the [Office of Financial Aid](#) by the following deadlines:

- February 1 for the fall semester
- October 1 for the spring semester

When the student notifies the Office of Financial Aid of his or her intent to return, the decision to award financial aid, including reinstatement of previously awarded aid, will be based on satisfactory academic progress prior to the leave and departmental recommendation.

Withdrawals

To withdraw is to give formal notice that one is leaving the university at the end of a given semester without intending to return. A student who intends to withdraw from the university must notify the Office of Student Affairs at once and in writing, by submitting the [Request for Withdrawal form](#) to the Office of Student Affairs.

All students who withdraw during a semester in which they are registered are charged a \$75 withdrawal fee. A withdrawing student may be eligible for a prorated tuition refund, calculated from the date on which the Office of Student Affairs receives written notification of the intent to withdraw. The Registrar's Office publishes a [schedule of refunds for tuition and fees](#) based on the week in which withdrawal is approved. Students should contact the [Office of Financial Aid](#) for information about the effect of withdrawal on financial assistance.

For more information about how withdrawal affects health insurance and university housing, see the [Withdrawals page](#) of the GSAS website.

Students on a J1 or F1 visa who plan to withdraw must contact the [International Students and Scholars Office](#) as soon as possible.

Reinstatement

Returning from Approved Leaves

Students must submit a [Return from Leave of Absence form](#) no later than July 15, if they plan to return for the fall semester, and no later than December 1, if they plan to return for the spring semester (see “Loans, Fellowships, and Other Financial Aid”

regarding deadlines for reinstatement of multiyear PhD fellowships and for financial aid other than loans).

Students returning from a medical leave must also submit to Columbia Health (see below for specific addresses) a letter from the health-care professional who provided treatment for the condition that occasioned the leave. Such letters must contain the following information:

- description of treatment the student received, including medications that the student was prescribed for the condition that warranted the leave
- the health-care professional's impression regarding the student's readiness to return to his or her studies
- any recommendations regarding continued treatment after the student has resumed his or her studies

Letters addressing psychiatric or psychological conditions should be sent directly to Dr. Allan Cassorla by fax (212-854-9473) or by email (aac4@columbia.edu). Letters addressing other medical conditions should be sent directly to Dr. Brenda Aiken by email (ba220@columbia.edu). In cases where a student has received both medical and psychiatric/psychological treatment, or the diagnosis is unclear, the relevant health-care professional(s) should submit their letter(s) to both Dr. Cassorla and Dr. Aiken. Letters written in a language other than English must be accompanied by an English translation. All letters supporting a student's return must be sent no later than July 29 for students planning to return in the fall semester, and no later than December 15 for students planning to return in the spring semester.

Dr. Cassorla and/or Dr. Aiken will review all letters and either approve the return or request additional information. In some cases, students will be asked to schedule an in-person consultation.

Once approved to return, students may register during their assigned registration appointment times.

Returning from Unapproved Leaves

Doctoral Students

A student in a doctoral program in the Arts and Sciences who leaves the university without having obtained a leave of absence must [**apply again for admission**](#) to the doctoral program as a new student. Admission for return to graduate study is granted at the discretion of the department and GSAS.

Students who are readmitted count against the department's admissions allocation. Any student who is readmitted with funding cannot receive guaranteed funding for more than five total years of enrollment (i.e., with the student's earlier enrollment and new enrollment calculated together).

Master's Students

A student in a master's program in the Arts and Sciences who has been absent from his or her program for four or fewer semesters without having obtained a leave of absence must apply for reinstatement. Reinstatement is granted at the discretion of the department or program and GSAS.

To request reinstatement, students must submit the [Application for Return to MA Study](#) to the GSAS Office of Student Affairs *at least eight weeks* before the first day of registration for the term in which they intend to resume studies. The department or program must then submit the [Return to MA Study: Evaluation of Application form](#) to the GSAS Office of Student Affairs.

Students who have been on an unapproved leave for more than four semesters will be required to [apply again for admission](#).

For all graduate students, the Office of Student Affairs requests that the department or program supply a written schedule for the completion of all requirements before the student is either admitted anew (in the case of doctoral students) or reinstated (in the case of master's students). The student is expected to complete the degree by the date specified by the faculty; extensions to the schedule will not be granted.

If admitted (in the case of doctoral students) or reinstated (in the case of master's students), the student will become subject to all current requirements as interpreted by the GSAS Office of Student Affairs with regard to the student's case. In cases where there has been a prolonged interruption of studies, a department may require a student to retake examinations and/or courses as appropriate.

Studying Away from Campus

In certain instances, PhD students at GSAS may study outside Columbia when specific educational opportunities supplement those available at the university. For complete information, see the [Studying Away from Columbia page](#) of the GSAS website.

After they have enrolled at Columbia, MA students may not use courses taken outside Columbia or its affiliates (Jewish Theological Seminary, Teachers College, Union Theological Seminary) to fulfill degree requirements.

Exchange Scholar Program

The Exchange Scholar Program enables a PhD student in an [Arts and Sciences program](#) to study at one of the following graduate schools for a limited period of time in order to take advantage of particular educational opportunities not available at Columbia:

- Brown
- UC Berkeley
- UChicago
- Cornell
- Harvard
- MIT
- UPenn
- Princeton
- Stanford
- Yale

To be eligible, students must have completed one year of study in the PhD program and be within the seven-year academic funding limit. Students on GSAS funding may participate only if they hold an MPhil degree and if their fellowship does not include a teaching requirement. Permission is granted by the student's department and the vice dean. Interested students should complete and submit the [Exchange Scholar Application form](#).

For additional information, contact the Office of Student Affairs at 212-854-8903 or gsas-studentaffairs@columbia.edu.

Inter-University Doctoral Consortium (IUDC)

The Graduate School is a member of the Inter-University Doctoral Consortium (IUDC), which provides for cross-registration among member institutions. Participating schools are:

- CUNY Graduate Center
- Fordham University
- The New School for Social Research
- New York University (including the Institute of Fine Arts)
- Princeton University
- Rutgers University
- Stony Brook University
- Teachers College (TC) is also a member of the IUDC, but Columbia students interested in TC classes should cross-register within Columbia rather than use IUDC.

The program is open to PhD students in years two through six. First-year PhD students with a master's degree from another institution may petition for the opportunity to participate. MA students are not eligible for this program.

Students register at Columbia for the course(s) they plan to take at the visiting institution by submitting an IUDC form. The host institution may also require students to register there. Students should familiarize themselves with the academic regulations of the host university, including its grading system, applicable deadlines, and calendar.

Classes may be taken for a grade and will appear on the Columbia transcript. Students will receive a letter or ID card that allows them library reading privileges at the host institution. Columbia students attending New York University may use their CUID card.

Note: IUDC is limited to fall and spring semesters. Summer session or intersession courses are not eligible for the IUDC.

For more information, visit the [Inter-University Doctoral Consortium page](#) or contact the Office of Student Affairs at gsas-studentaffairs@columbia.edu.

Letters of Introduction

Students who need to conduct research in libraries, archives, museums, or other such institutions may request letters of introduction, or “blue seal” letters, from either the director of graduate studies or the chair of their department or program.

The letter should be printed on departmental letterhead and then signed by the chair or DGS. In the event that an institution requires that the letter contain an official seal, please have your student bring the signed letter to the Office of Student Affairs in 107 Low Library; Student Affairs staff will then affix the GSAS seal to the letter.

Letter templates are available [on the GSAS website](#).

Conducting Research Abroad

The DGS should inform Columbia students conducting research abroad that they must register with [International SOS](#), an emergency services program that helps with unexpected medical or security issues.

Academic Integrity and Disciplinary Procedures

Academic Integrity and Responsible Conduct of Research (RCR)

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research. Definitions for plagiarism, cheating, and other incidents of academic dishonesty and links to resources for plagiarism education and responsible conduct of research are available on the [Academic Integrity and Responsible Conduct of Research page](#) of the GSAS website.

All incoming students are expected to complete an academic integrity tutorial sent to them before arriving on campus.

Columbia University also offers Responsible Conduct of Research training developed by the [Collaborative Institutional Training Initiative](#), or CITI Program, at the University of Miami. Students who are or will be supported by funding from the NIH or NSF are required to complete this training. All GSAS students, however, stand to benefit from the training, which explores graduate students' rights and responsibilities across a variety of disciplines, and addresses how to identify and prevent accidental misconduct as well as mistreatment and abuse from others.

Sample Statement on Academic Integrity for Instructor Syllabi

A sample statement on academic integrity for use in syllabi is [available online](#).

Human Subjects Research – Institutional Review Board

Columbia University operates under a Federalwide Assurance with the Office of Human Research Protections that regulates the institution's conduct of research involving human subjects. This agreement requires institutions that receive federal research funds to provide a comprehensive, ongoing training program in basic human subjects protections and to verify that all applicants for IRB approval have undergone this training. Compliance with this assurance also requires the university to ensure that all research conducted at the institution is reviewed by the IRB when necessary. For more information, see the [Institutional Review Regarding Human Subjects page](#) of the GSAS website.

Disciplinary Procedures

Dean's Discipline

Dean's Discipline is the process used to investigate and respond to allegations of academic or behavioral misconduct of a graduate student in GSAS. Academic dishonesty violates the principle of intellectual integrity that is the foundation of this institution. Violating that principle is one of the most serious offenses that a student can commit.

For a full description of GSAS and university policies, the violation of which may result in Dean's Discipline, please refer to GSAS definitions of [good academic and administrative standing](#), the [Essential Policies for the Columbia Community](#), and the Columbia University [Equal Opportunity and Affirmative Action Student Policies on Discrimination, Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking](#).

In partnership with GSAS, [Student Conduct and Community Standards](#) (SCCS) facilitates the Dean's Discipline process. Students, faculty, and staff may file a report directly to SCCS for any incident involving a GSAS student. Please visit [SCCS's website](#) to learn more about [academic or behavioral violations](#) or to [report an incident of misconduct](#). The full Dean's Discipline process is outlined in the [Standards and Discipline document](#) and on the [Grievances and Disciplinary Procedures page](#) of the GSAS website.

Summer Session

The Graduate School of Arts and Sciences does not offer courses in the summer session; summer courses available to students enrolled in GSAS are offered and administered by the School of Professional Studies. As such, the [tuition for summer session courses](#) may vary from that for courses in the fall and spring semesters, which are administered by the Graduate School of Arts and Sciences. For information pertaining to Residence Units and credits for graduate students taking summer courses at Columbia, see the [Summer Session page](#) of the GSAS website. For the summer term academic calendar, see the [Calendars page](#) of the SPS website.

Awards and Prizes

Students in the Graduate School of Arts and Sciences are regularly honored with awards and prizes for their outstanding achievements in research and teaching. There is no application procedure for the Bancroft Award, Baron Prize, or Presidential Teaching Awards; rather, students are nominated by faculty and, in the case of the Presidential Teaching Awards, faculty and undergraduates.

Bancroft Award

The [Bancroft Award](#) includes a \$7,500 publishing subvention and is given to a Columbia student annually for an outstanding dissertation in American history (or biography), diplomacy, or international affairs. Nominations are made by the PhD defense committee, and the publication subsidy is transferable to the press that commits to publishing the winner's manuscript.

The Salo and Jeanette Baron Prize in Jewish Studies

Established in 1983 by Salo and Jeanette Baron, the [Baron Prize](#) is awarded every four years to recognize the best doctoral dissertation in Jewish Studies completed in that period.

Presidential Teaching Awards

Established in 1996, the [Presidential Teaching Awards](#) honor outstanding graduate student teachers for the influence they have on the development of their students and for maintaining the **university's long-standing reputation for educational excellence**.

Student Life

University Offices on Campus

- **Counseling and Psychological Services (CPS)**: 212-854-2878
- **Health Services**: 212-854-2284
 - After-hours on-call clinician: 212-854-9797
- **Public Safety**: 212-854-5555
- **Public Affairs**: 212-854-5573
- **University Apartment Housing**:
 - Monica Kuth: 212-854-9424 or mlk5@columbia.edu
 - Chadwick Hardaway: 212-854-4813 or ch2124@columbia.edu
- **University Life**: 212-854-7658

Student Emergencies

1. Whom to contact in GSAS for an emergency:

Richard Slusarczyk, Associate Dean of Academic and Student Affairs,
rs37@columbia.edu, 212-854-8428 (office), 347-326-0784 (cell)

2. What to do in an emergency involving a GSAS student (steps are listed in the order in which they should be taken):

Psychological Crisis

- Suggest that the student contact Counseling and Psychological Services (CPS). Walk the student to the CPS office (eighth floor of Lerner Hall).
- Contact Public Safety if the student appears to be a threat to himself or herself or others.
- Contact GSAS.
- Determine whether the student is teaching a class that needs to be covered.
- When the immediate crisis has passed, discuss the possibility of a medical leave of absence with the student. CPS staff can be very helpful in providing suggestions for how to approach this discussion.

Medical Crisis

- Suggest that the student contact Health Services. If necessary, walk the student to the Health Services office (third and fourth floors of John Jay Hall).
- Contact Public Safety, if necessary (for instance, if the student requires immediate first aid or if the student is being transported to a hospital).
- Contact GSAS.
- Determine whether the student is teaching a class that needs to be covered.
- When the immediate crisis has passed, discuss the possibility of a medical leave of absence with the student.

Gender-Based and Sexual Misconduct

Students who wish to report an incident involving an alleged violation of the university's [Gender-Based Misconduct Policy for Students](#) (which addresses sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence) should be directed to the resources listed on the university's [Sexual Respect website](#). Also see the "Gender-Based Misconduct Reporting Requirements for Faculty and Staff" in the appendix of this handbook.

If there is an immediate risk to a student's health or safety, please contact Columbia Public Safety at 212-854-5555.

Student Arrest

- If you receive notification of the arrest from someone outside of Columbia's administration, contact Public Safety with the information. Public Safety will communicate with the police department.
- Contact GSAS.
- Determine whether the student is teaching a class that needs to be covered.
- After the crisis has passed and depending on the circumstances, discuss the possibility of a personal leave of absence with student.

Note: GSAS is not allowed to recommend lawyers to students who inquire about legal assistance of any sort. You may, however, direct students to the [website of the Office of the General Counsel](#), which includes links to external sites for reference purposes. Please note that the Office of the General Counsel does not itself supply legal assistance to students.

Student in Danger Abroad

Columbia students traveling abroad while doing research toward their degree or conducting university business are covered by International SOS, an emergency services program that helps with unexpected medical or security issues.

- Direct the student to the [Columbia portal for International SOS](#).
- Inform Richard Slusarczyk, Associate Dean of Academic and Student Affairs: rs37@columbia.edu, 212-854-8428 (office), 347-326-0784 (cell)
- Contact the university's [Office of Global Support](#).

Student Death

Note: If you receive information from someone other than a university or family source, please make every effort to verify the information first.

- Inform Richard Slusarczyk, Associate Dean of Academic and Student Affairs: rs37@columbia.edu, 212-854-8428 (office), 347-326-0784 (cell).
- Inform Richard J. Eichler, executive director of Counseling and Psychological Services (for grief counseling for fellow graduate students and for undergraduate students the deceased may have taught): re1@columbia.edu.
- Inform Public Safety.
- If student was teaching a class, arrange for a substitute.

The GSAS Office of Student Affairs will assign a senior staff member to work with your department on coordinating the various details that need to be addressed in the ensuing days and months, including memorial services, student records, university housing, etc.

TF Emergencies

- Alert the course instructor (or Core office).
- Alert Vice Dean Andrea Solomon to discuss the scope of the problem and next steps (short- or long-term coverage, communications, involvement of CPS, etc.).

Student Grievances

The GSAS Procedure for Student Grievances governs cases in which a student has a complaint against any individual subject to the authority of the dean, such as a GSAS administrator or a fellow GSAS student. Grievances against Arts and Sciences faculty members are governed by the [procedures of the Faculty of Arts and Sciences](#).

When the student meets with the DGS for advice, the latter should either mediate as requested by the student or direct the student elsewhere, depending on the issue. For a list of appropriate offices, and procedures for complaints concerning academic and nonacademic matters, see the [Grievance Policy page](#) of the GSAS website

International Students

The **International Student and Scholars Office (ISSO)** coordinates services for the more than 10,000 international students, scholars, interns, and family members who join the Columbia community annually. The ISSO staff is a source for essential information regarding immigration and Department of State regulations that affect international students studying in the US. The DGS should refrain from attempting to answer any international student's questions pertaining to visas, permits, and other federal regulations, and instead refer the student directly to ISSO.

ISSO Contact Information

Telephone: 212-854-3587

Fax: 212-851-1235

Email: isso@columbia.edu

Website: isso.columbia.edu

Office Location:

(for in-person visits or courier instructions)

International House North

524 Riverside Drive, Suite 200

New York, NY 10027

Mailing Address:

International Students and Scholars Office

Columbia University

2960 Broadway, MC 5724

New York, NY 10027

English-Language Testing for International Students

Non-native English speakers admitted to the Graduate School may be asked to take the ALP Essay Exam administered by the Columbia University American Language Program and may, depending on the results of this test, be required to take English language courses in addition to ordinary degree coursework.

Non-native English speakers who will be Teaching Fellows may also be asked to take the **OWL/TOP test of spoken English**, administered by the American Language Program, before beginning their teaching duties.

Housing

An overview of housing and off-campus apartment-hunting services provided by the university is available on the **Housing page** of the GSAS website.

PhD Students

PhD students in an [Arts and Sciences program](#) are currently guaranteed continuous housing for five academic years if they have been offered five years of funding by GSAS, or four years if offered four years of funding.

Students may be granted housing extensions for one year; however, no PhD student is granted an extension past year seven (or past year six if the student entered with four years of funding). To be considered for an extension of one academic year, students must apply by the UAH deadline in mid- to late February.

Students taking a leave of absence must vacate Columbia housing and are not guaranteed housing after they return.

Note: If a doctoral student does not apply for housing, declines an initial offer of housing, or chooses to leave his or her housing assignment before the five-year period ends, subsequent request for Columbia housing may not be granted.

MA Students

Housing is not guaranteed to MA students, and incoming MA students should not expect housing (though they may still apply for it). Those who receive housing are limited to one year and must be enrolled full time in both semesters. Up to one additional year of housing may be granted in extremely exceptional situations.

Students taking a leave of absence must vacate Columbia housing and are not guaranteed housing after they return.

Housing Extensions for MA Students

Entering MA students who receive Columbia housing beginning in the fall semester typically sign academic-year leases that end on May 31. Students who want an extension on their housing through the summer (ending August 31), the following fall, or the following academic year must submit a request to UAH by that office's published deadline (usually in mid- to late February).

Extensions are granted only for specific and unusual reasons on a case-by-case basis, since an extension given to a master's student reduces the chances of an incoming master's student receiving housing. The DGS should bear in mind, when asked for endorsement, that a major criterion for GSAS to approve an extension is the length of time a student needs to complete the program when taking a full load of courses (at least twelve credits per term) that count toward the degree. It is extremely unlikely for a student in a thirty-point program to receive an extension if it appears that he or she will accumulate fewer than twenty-four credits toward the degree after two semesters of study.

DGSs should communicate to students that eligibility for a visa extension does not increase an international student's chance of receiving a housing extension.

Housing Calendar

Note: The calendar below describes the process as it was conducted between February and October 2016. The timetable and procedures for February to October 2017 are subject to change.

February 5, March 5	Deadline for student tenants to apply to transfer into an alternative housing unit during the spring semester
Late March	Deadline for fifth- and sixth-year PhD students in an <u>Arts and Sciences program</u> and first-year MA students whose leases end on May 31 to request a housing extension
April	GSAS makes decisions, in consultation with the DGS, on housing extensions for MA students.
Late April–early May	UAH notifies GSAS of the number of housing allotments in GSAS allocation for students entering in the following fall.
June 1	Deadline for incoming PhD students to apply for fall housing
June	Incoming PhD students, after being approved by the Housing Liaison, are given an offer of housing from UAH.
Late June–early July	GSAS determines the amount of housing available for incoming MA students remaining after PhD students are housed. The GSAS housing liaison provides UAH with a list of incoming MA students who will receive the housing that remains in the GSAS allocation. UAH offers housing to the MA students selected for housing by GSAS.
July	All remaining students who did not receive housing or turned down an offer from UAH are placed on a general waitlist, which includes students from other Columbia divisions in addition to GSAS.
Late July–mid September	UAH distributes housing to students on the waitlist as it becomes available.
October 5	Deadline for student tenants to apply to transfer into an alternative housing unit during the fall semester
No later than mid-October	All Columbia graduate student housing is distributed, and students remaining on the waitlist are so informed by UAH.

Campus Resources

Libraries

Desk Space for Post-MPhil Students

The Columbia Libraries and GSAS collaborate in assigning carrels to eligible post-MPhil students in a limited number of Humanities and Social Science departments in the Arts and Sciences. Because demand exceeds supply, each participating department has its own policy for choosing and maintaining a waitlist; in addition, there are the following general eligibility criteria set by GSAS and the libraries:

- Students must have earned the MPhil.
- Departments must support the application for the post-MPhil research desk space, in accordance with the policy of the relevant department.
- Students must have submitted an approved online academic progress form to GSAS during the current academic year.
- Students may not be assigned a desk space beyond their seventh year of PhD registration.
- If the space is not claimed and used within the first thirty days following assignment, the space will be reassigned to the next student on the eligible student waitlist.

Note: Assigned library research carrel space is not available to students in freestanding master's programs.

Library Affiliation for MA Students Writing a Thesis

For access to library facilities, thesis-writing students in freestanding MA programs who are not registered in any courses may apply for library affiliation using the [Library Affiliation Request form](#).

Graduate Student Center

Located on the campus level of Philosophy Hall, the Graduate Student Center offers a dedicated space on campus for formal and informal interaction among graduate students, postdoctoral researchers, and faculty across disciplines and schools. Graduate student groups may request to reserve the Seminar Room (302 Philosophy) adjacent to the Graduate Student Center via the GSAS website.

See the [Graduate Student Center page](#) for more information.

Dodge Fitness Center

The University Facilities Fee is charged to most students and includes membership to the Dodge Fitness Center.

Students who register in the Matriculation and Facilities registration category (M&F) are not assessed the University Facilities Fee. GSAS will pay the Dodge access membership fee during the academic year (fall and spring semesters only) for GSAS doctoral students in Arts and Sciences programs who are registered for M&F and are either receiving their dissertation fellowship or otherwise eligible for GSAS funding through the multiyear funding package awarded upon admission.

See the [Dodge Fitness Center page](#) for more information.

Writing Center

The Writing Center provides writing support to the Columbia community. In one-on-one consultations and workshops, consultants offer feedback and strategies to help students improve in every stage of the writing process, from the selection of topics to final copy. Additionally, GSAS and the Writing Center periodically sponsor writing workshops for GSAS students.

See the [Writing Center's website](#) for more information.

Chaplain

The Office of the University Chaplain ministers to the individual faiths of Columbia University's diverse community of scholars, students, and staff from many different faith traditions while promoting interfaith and intercultural understanding.

See the [Chaplain's website](#) for more information.

Columbia Health

Columbia Health provides integrated, accessible services and programs that support the well-being of the campus community and the personal and academic development of students on the Morningside campus.

See [Columbia Health's website](#) for more information.

For an overview of the student medical insurance plan, see the [Columbia Health page](#) of the GSAS website.

Counseling and Psychological Services (CPS)

Counseling and Psychological Services offers short-term individual counseling, student support groups, medication consultation, training, and emergency consultation.

See the [CPS website](#) for more information.

Disability Services

Disability Services facilitates equal access for students with disabilities by coordinating reasonable accommodations and support services and cultivating a campus culture that is sensitive and responsive to the needs of students. Students seeking reasonable accommodations or support services from Disability Services are required to register with that office.

See the [Disability Services website](#) for more information.

Public Safety

The mission of the Department of Public Safety is to enhance the quality of life for the entire Columbia community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual.

To reach the Department of Public Safety to report a security, fire, or medical emergency, dial:

- Morningside: on campus (99), off campus (212-854-5555)
- Medical Center: on campus (212-305-7979), off campus (212-305-8100)

Additional information is available on the [Public Safety website](#).

Shuttle Buses

The university operates a number of shuttle bus routes:

- Intercampus Shuttle
- Evening Shuttle
- Lamont-Doherty Shuttle
- George Washington Bridge/Fort Lee Shuttle

Routes and schedule information are available on the [Columbia Transportation website](#).

Students Who Are Parents

The Graduate School supports its students who are parents or become parents: please review the family-friendly policies and resources listed below.

Accommodation for Parental Responsibilities

The Accommodation for Parental Responsibilities provides a twelve-week period of accommodation to Arts and Sciences PhD and DMA students who become parents. Students in years one through seven who give birth, adopt, or become legal guardians or

foster parents, as well as students whose spouse or partner gives birth, can have responsibilities associated with their doctoral program suspended for twelve calendar weeks. During that time, students will retain any GSAS funding they were scheduled to receive. Parental accommodation typically begins after the date of birth, adoption, or guardianship, but must begin no later than six months after this date.

New parents may also take an additional semester of accommodation, without funding, after the conclusion of the initial accommodation period. Students who elect to take an additional semester of unfunded accommodation will retain eligibility for housing, health coverage, and access to university facilities; however, they will be responsible for paying the Matriculation and Facilities tuition and health fees for the semester. Students will not be eligible to work for their departments or as research assistants during this time.

For the full policy, visit the [Accommodation for Parental Responsibilities page](#) of the GSAS website.

Child-Care Subsidy

Parents who are fully funded doctoral students in an Arts and Sciences program may be eligible to receive one \$2,000 subsidy per academic year for each child who is 1) under the age of five and 2) not yet attending kindergarten. Parents may submit the [Child-Care Subsidy Application form](#) once per academic year, and are encouraged to do so by October 1. Students who are on leave or become new parents may apply by December 15, March 1, or June 1. Visit the [Resources for Parents page](#) for details and the application form.

Adoption Assistance Program

This benefit is available to a student who: 1) is in an Arts and Sciences doctoral program, 2) is fully funded, 3) has adopted a child who is under the age of eighteen, and 4) has finalized the adoption process within the past six months. This benefit provides a one-time reimbursement of up to \$5,000 for expenses incurred on or after the parent's first day of enrollment in GSAS. There is a limit of one \$5,000 reimbursement per adopted child, even if both parents are GSAS students. Visit the [Resources for Parents page](#) for details.

Medical Insurance for Dependents

Students who enroll in the Columbia Student Medical Insurance Plan may also choose to purchase the optional insurance for eligible dependents. Doctoral students in the Arts and Sciences who are fully funded or on appointments beyond their funded years, and who choose to enroll their dependents in the Dependent Plan, are entitled to a GSAS fellowship that covers half the cost of the Gold-level Dependent Plan. The GSAS Office of Financial Aid will apply the fellowship to eligible student accounts shortly after the

end of the enrollment period. For more information, visit the [Columbia Health page](#) of the GSAS website.

Additional Resources

The university's [Office of Work/Life](#) offers information about childcare and schooling, breastfeeding support, and back-up care. Columbia Health offers [support groups](#) on a variety of topics, including time management and relationships. The [GSAS Parents Group](#) and [Columbia University Family Support Network \(CUFSN\)](#) both manage email lists and newsletters for students with families.

Graduate Student Advisory Council

The [Graduate Student Advisory Council](#) (GSAC) is the student government organization for students in the Graduate School of Arts and Sciences. With a membership consisting of student-elected representatives from a variety of PhD and MA programs, GSAC serves as a liaison between graduate students and administrators and sponsors social, cultural, and academic events.

Appendix

GSAS Forms for Faculty

Please see below for links to GSAS forms for faculty members to complete and submit.

Dissertation Office Forms

- [Application for Master of Philosophy](#)
(completed by department/program)
- [Application for Master of Philosophy - Teachers College](#)
(completed by Teachers College Office of Doctoral Studies)
- [Report of the Dissertation Proposal Committee](#)
(completed by department/program)
- [Application for the Dissertation Defense](#)
(completed by department/program)
- [Application for the Dissertation Defense - Teachers College](#)
(completed by Teachers College Office of Doctoral Studies)

Other Forms

- [Course Approval Request Form](#)
- [Return to MA Study: Evaluation of Application](#)

GSAS Forms for Students

Please see below for links to GSAS forms for students to complete and submit.

Student Affairs Forms

- [Application for Transfer Credit](#)
- [Registration Adjustment Form](#)
(formerly known as the Add/Drop form)
- [Columbia Library Affiliation Form](#)
- [Accommodation for Parental Responsibilities](#)
(doctoral students in Arts and Sciences programs)
- [Application for Child-Care Subsidy](#)
(doctoral students in Arts and Sciences programs)
- [Adoption Assistance Program](#)
(doctoral students in Arts and Sciences programs)

Leaves of Absence, Withdrawals, Reinstatement

- [Request for a Leave of Absence](#)
- [Request for Withdrawal from the University](#)
- [Application for MA Reinstatement](#)
- [Return from a Leave of Absence](#)

Exchange Scholars and Inter-University Doctoral Consortium (IUDC)

- Exchange Scholar Application
 - [Columbia students who wish to study elsewhere](#)
 - [Non-Columbia students who wish to study at Columbia](#)
- [Inter-University Doctoral Consortium \(IUDC\) Registration Form](#)

Financial Aid Forms

- Request for Loans and/or Federal Work-Study
[2017-2018](#)
- Graduate PLUS Loan Request and Credit Authorization
[2017-2018](#)
- Federal Verification Worksheets (download from [Student Financial Services](#))
 - Standard Verification
 - Child Support Paid
 - Customized Verification
 - Aggregate Verification
 - Household Resource

- FAFSA on the Web Worksheet
2017-2018
Columbia University Federal School Code: 002707
- **Private Education Loan Applicant Self-Certification Form**
- **Statement of Understanding for External Fellowship Awards**
- **Summer Tuition Credit Application Form**
- **Consent to Release Financial Records**
- Loan Reduction Application
2017-2018

Sample Warning Letter for Students in Unsatisfactory Academic Standing

Dear **[Student Name]**:

This letter is formal notification that your academic standing in the **[MA/PhD]** Program in **[Program Name]** is currently unsatisfactory and that you are now in a probationary state of enrollment in the program. I write to you now to describe the terms of your probationary state and the academic standards of conduct expected of you if you wish to continue in the program.

Our program requires **[list minimum requirements]**. In order to return to good standing, you must achieve the following: **[cite the tasks to be completed, goals to be achieved, etc., in order for the student to return to good standing, and the deadlines by when they should be met]**. If you do not meet these specific conditions, you will not be permitted to enroll for a subsequent term.

If you choose to remain in the program rather than to withdraw immediately, then you **must** sign two copies of this letter in my presence and **by no later than 5:00 p.m. on [date]**. The department will retain one copy of the letter. If you decide to withdraw from the program, please notify me and complete the [Request for Withdrawal form](#).

Sincerely,

Sign and date below to indicate that you have read and understood this letter.

Student Signature:

Date:

Witnessed:

Date:

Sample Teaching Appointment Letter

Dear **[Student Name]**,

The faculty of the **[Department of XXXX]** is pleased to note your appointment as a GSAS Teaching Fellow for the academic year **[20XX-20XX]**. This fellowship provides coverage of full-time tuition, Gold-level medical insurance, and health fees, plus a nine-month stipend of **[\$XX,XXX]**, **[\$XX,XXX]** of which will be disbursed in two stipend installments (late August and early January); and **[\$X,XXX]** of which will be disbursed in semimonthly checks from September **[20XX]** to May **[20XX]**.

Your GSAS fellowship includes the following teaching assignment:

[Fall 20XX Course Number, Title, Date Time]
[Spring 20XX Course Number, Title, Date Time]

This appointment recognizes your good academic and pedagogical progress, and is awarded with an expectation that you will maintain a high level of academic achievement in your studies next year.

All fellowships are subject to the regulations set forth [here](#) by the Graduate School of Arts and Sciences.

We strongly encourage you to take part in the activities and support provided by the Center for Teaching and Learning (CTL). These include orientations, targeted workshops, certification programs, fellowships, informal discussions at the Teachers' Lounge, and private consultations. You may learn more about the CTL's programs, events, and services [here](#).

In addition to the CTL resources, our department also offers departmental pedagogical training. **[Please add here a description of departmental resources and training.]**

The faculty of the department makes Teaching Fellowship assignments after reviewing each student's academic progress, and taking into account student interests, faculty preferences, undergraduate enrollments, and the fair distribution of workload among graduate Teaching Fellows. Assignments also take into account the desire to expose students to diverse pedagogical experiences and responsibilities. Until registration resumes in early September, assignments for **[Fall 20XX/Spring 20XX]** must be considered provisional. Although the faculty has planned carefully for the coming academic year, contingencies sometimes arise, and it may be necessary to make adjustments in teaching assignments early in the semester.

You may indicate your acceptance of this fellowship in person or in writing to **[XXXX]**, who will provide information about the requisite financial forms, due by **[XXXX]**.

Delay in completing the required paperwork from GSAS and the department may result in delayed processing of stipends and monthly checks.

Congratulations, and best wishes for a productive year. If you have any questions about your appointment, please feel free to contact me to discuss.

Sincerely,

[XXXX]
Director of Graduate Studies
Department of **[XXXX]**

Gender-Based Misconduct Reporting Requirements for Faculty and Staff

University employees (faculty and staff)¹ have an obligation under federal law and university policy to immediately report gender-based misconduct experienced by undergraduate and graduate students.² This FAQ explains what you must do.

What should I say to a student who starts talking with me about an incident of gender-based misconduct?

1. If a student is in immediate danger, call the university's Public Safety Department at 212-854-5555 (Morningside) or 212-305-7979 (Medical Center) or the New York Police Department at 911.
2. Let the student know right away—before they disclose any information to you, if possible—that you have an obligation to report the incident. This enables students to choose whether to share information with you or to seek out “confidential” resources, listed in point 3 below, that do not have the same reporting responsibility. Some students are comfortable with reporting; others are not. When you explain your reporting responsibility, please assure the student that nothing in the reporting process allows their personal identifying information to be shared publicly.
3. Share these on-campus resources, as appropriate. They are for students who are in crisis and in need of immediate professional support and for students who just want to know where else to turn.

The **Gender-Based Misconduct Office** has case managers who can help determine if students need accommodations (such as changes to exam dates or housing) and assist students with referrals and resources. This “non-confidential” office will protect students’ privacy to the greatest extent possible and will disclose identifying information to others only on a need-to-know basis. The office can be reached at 212-854-1717 or titleix@columbia.edu.

In addition, the following confidential resources do not have a reporting obligation and will not reveal to others any identifiable information about the student:

Sexual Violence Response/Rape Crisis and Anti-Violence Support Center:

Professional and peer counselors available in person into the evening and available 24/7/365 at 212-854-HELP

Columbia Health (Morningside) for Columbia and Teachers College students:

- Medical Services: 212-854-9797
- Counseling and Psychological Services: 212-854-2878

Ombuds Office: 212-854-1234

Columbia University Medical Center Health Services:

- Medical Services: 212-305-3400
- Counseling and Psychological Services: 212-305-3400

Barnard Health Services:

- Medical Services: 877-941-1695
- Counseling and Psychological Services: 212-854-2092

University Chaplain: 212-854-1493

Additional resources can be found [here](#).

If a student tells me they have experienced gender-based misconduct, how do I submit a report?

You can use the [Gender-Based Sexual Misconduct Report Form](#), call the Gender-Based Misconduct Office at 212-854-1717, or email the office at titleix@columbia.edu. This will reach the Deputy Title IX Coordinator for Student Concerns and will fulfill your reporting responsibility.

What will I need to include in my report?

You will need to include any information you have, including the name(s) of the student(s) or others involved in any incidents and information about the incidents. If you don't know students' names but have information about an incident, you must report that. Likewise, if you have names but no detailed information about an incident, you must report that as well.

What kinds of gender-based misconduct trigger my reporting obligation?

The university policy identifies ten types of gender-based misconduct that violate our policy and require a report if you hear about them. They are (1) nonconsensual sexual intercourse; (2) nonconsensual sexual contact; (3) domestic violence; (4) dating violence; (5) sexual exploitation; (6) stalking; (7) sexual harassment; (8) gender-based harassment; (9) intimidation that reasonably leads the student to fear for their physical well-being or to engage in sexual conduct for self-protection; and (10) retaliation for participating in any way in the gender-based misconduct disciplinary process, including by reporting an incident. Click [here](#) for detailed definitions.

Importantly, you don't need to be concerned with whether there is enough information to report or whether an incident fits the policy definition. When you report the

information you have learned, even if it seems minor, the Gender-Based Misconduct Office will determine the appropriate next steps.

Do I need to report if: (1) I hear about an incident from someone else; (2) the student does not know the name of the person who committed an offense; (3) the offender is not a student or not affiliated with Columbia; or (4) the incident took place away from campus or when school was not in session?

Yes. The university seeks to ensure that our students have access to the appropriate resources and that our community is safe.

What happens when I file a report?

If you have the names of students involved, the Gender-Based Misconduct Office will reach out to them. For students who have experienced gender-based misconduct, a case manager will help determine if they need accommodations, referrals, and resources as described above. For any student who has been accused of violating the policy, the office will also work directly with him or her if an investigation is initiated.

Do I need to do anything after I have filed a report?

No. Once you file a report, your reporting obligation is complete, though you should keep any notes you have taken for future reference as the Gender-Based Misconduct Office may follow up with you if they have any questions as they are processing the report. The Gender-Based Misconduct Office will follow up with the students involved to help arrange accommodations and access to additional resources, as appropriate. You can continue to talk with the student over time, but please continue to communicate with the Gender-Based Misconduct Office if you learn additional information.

Do I have reporting responsibilities if I hear that faculty or staff have experienced gender-based misconduct? If so, what are they?

University officers have a duty to report gender-based misconduct involving employees to the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-6699.

You can also share these resources for faculty and staff: (1) the [Office of Equal Opportunity and Affirmative Action](#); (2) [Human Resources](#); (3) the confidential [Ombuds Office](#); and (4) the confidential [Employee Assistance Program](#). [St. Luke's Crime Victims Treatment Center](#) (212-523-4728) provides medical services and counseling near campus for survivors of sexual assault, intimate partner violence, childhood sexual abuse, and other forms of violence and crime.

For further information about the Gender-Based Misconduct Policy for Students, resources, and more, please see the university's Sexual Respect website at sexualrespect.columbia.edu.

¹ Included are university officers, residential program staff, teaching assistants (including graduate students and postdocs), and adjunct faculty. Barnard and Teachers College faculty and staff should consult their Title IX coordinator for additional information and resources.

² Because requirements regarding postdoctoral students vary, contact the Deputy Title IX Coordinator for Faculty and Staff Concerns at eoaa@columbia.edu or 212-854-6699.